

**MINUTES OF MEETING
SEMINOLE IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Monday, August 7, 2017 at 4:06 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
Terry Lewis	District Counsel
Chris Potts	District Engineer (Via Telephone)
Robert Diffenderfer	Lewis, Longman and Walker, PA
Samantha Saucier	Florida Power and Light

The following is a summary of the minutes and actions taken during the August 7, 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 July 10, 2017 Meeting

Mr. Cassel stated each Board member received a copy of the July 10, 2017 meeting minutes and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Church seconded by Mr. Stern with all in favor the minutes of the July 10, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS

Financial Report for Period Ending June 30, 2017

The Board reviewed the financials.

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

FIFTH ORDER OF BUSINESS

Consideration of Change Orders

A. Change Order #18 with JW Cheatham, LLC for 42” Pipe Addition Across Seminole Pratt Whitney Road for an Increase of \$30,698

This change order is for the conflict manhole with an existing power pole and adjusting it to the angle skew versus straight across.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Change Order #18 with JW Cheatham, LLC was approved for an increase of \$30,698.

B. Change Order #24 with JW Cheatham, LLC for Landscape Coordination Plan Revision for an Increase of \$24,152

This change order is for revisions for the southwest and northeast sides.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor Change Order #24 with JW Cheatham, LLC was approved for an increase of \$24,152.

SIXTH ORDER OF BUSINESS

Acceptance of Plat Dedications

- A. Amenity Parcel (PC 1)**
- B. Hammocks of Westlake**
- C. Town Center East**
- D. Town Center Parkway North**
- E. Fire Station #22**

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the above listed items were tabled.

SEVENTH ORDER OF BUSINESS

Consideration of 60th Street North Rural Parkway Easement

The Board reviewed Resolution 2017-12, accepting the dedication of the 60th Street North Rural Parkway easement from Minto PBLH, LLC to the District. Discussion ensued regarding when the District would become responsible for maintaining the easement.

- Mr. Cassel believes it will be similar to the Seminole Pratt Whitney Road easement where the landowner’s installation group will be responsible for the first year of maintenance.
- The conditions need to be clarified in the grant of easement. The easement must be in maintainable form before the District takes over maintenance.
- Mr. Massey expressed concern over ingress and egress to the easement.

On MOTION by Mr. Stern seconded by Mr. Church with all in favor Resolution 2017-12, accepting dedication of the 60th Street North Rural Parkway Easement, was adopted subject to Scribner’s additions to the grant of easement.

EIGHTH ORDER OF BUSINESS

Partial Release of Easement and Reservation Rights

Mr. Diffenderfer reviewed the partial release of easement and reservation rights. This is on the west side of Seminole Pratt Whitney Road.

Mr. Potts explained this is to give FPL an extension.

Discussion ensued and the Board requested further clarification.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor this item was tabled.

NINTH ORDER OF BUSINESS

District Manager’s Report

A. Action to Authorize Board President to Execute Utility Easement Agreements Subject to District Counsel Review

Mr. Cassel stated this is primarily for Town Center Parkway North, Persimmon Boulevard and Town Center Parkway South. The District has the overlaying easement for all utilities within the right-of-way. Several utilities are starting to come in and will need utility easement agreements with the District. Mr. Diffenderfer is in the process of drafting a blanket agreement to use.

On MOTION by Mr. Church seconded by Mr. Stern with all in favor the Board President was authorized to execute utility easement agreements subject to review by District Counsel and the District Engineer.

B. Discussion/Action of Grant of Easement to FPL along the M-2 Canal

Mr. Cassel stated FPL is looking to run transmission lines from Harlena Drive to Sycamore Drive within District property to feed into their transmission line.

Mr. Diffenderfer stated they have requested clarification from the surveyor. It will be a non-exclusive easement and the District will have the ability to utilize it for other purposes. It will not compromise the integrity of the electrical system that will be installed.

Ms. Samantha Saucier provided an overview of FPL's plans.

TENTH ORDER OF BUSINESS

Engineer's Report

B. Monthly Progress Report

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

ELEVENTH ORDER OF BUSINESS

Attorney's Report

Mr. Lewis stated the Board will be adopting the budget at the public hearing next week. The Board needs to adopt the budget and also approve the level of any capital improvement and maintenance assessments which will be levied and go on the tax roll. This needs to be reported to the Tax Collector by September 15, 2017.

The consultant who has been working on the fee structure for water and wastewater has a preliminary report. This does not have to go on the tax roll and can be approved by adoption of resolution.

TWELFTH ORDER OF BUSINESS

Supervisor's Request

Mr. Church asked when the budget will be available. Mr. Cassel stated the approved budget is on the District website.


THIRTEENTH 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.


Kenneth Cassel
Assistant Secretary


Scott Massey
President