

**MINUTES OF MEETING
SEMINOLE IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Tuesday, October 7, 2014 at 4:00 p.m. at the Seminole Improvement District office, located at 4001 Seminole-Pratt Whitney Road, Loxahatchee, Florida.

Present and constituting a quorum were:

Janet Kroll	President
Maurice Berry	Vice President
Jaren Stern	Secretary/Treasurer

Also present:

Ken Cassel	District Manager, Severn Trent Services
Robert Diffenderfer	Lewis, Longman & Walker, P.A.
John Carter	Minto Group, Inc.

The following is a summary of the minutes and actions taken during the October 7, 2014 Seminole Improvement District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the regular meeting of the Seminole Improvement District Board of Supervisors to order at 4:00 p.m. Roll was called and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

Mr. Cassel presented the following items on the Consent Agenda asking the Board if any item needed to be removed for discussion.

- A. Approval of Minutes of the August 5, 2014 Regular Meeting of the Board of Supervisors**
- B. Financial Report for Period Ending August 31, 2014**
- C. Ratification of Contract with Sulphuric Acid Trading Company (SATCO)
Contract Date: September 12, 2014 for October 1, 2014 through
December 31 2014**
- D. Ratification of Change Order/Additional Work by Preferred Tank &
Tower in the amount of \$400.00 for Readings and Report on (2) 5,000
Gallon Hydro Tanks at the Remote Facility and Water Plant**

Approved

E. Ratification of Proposal from Pneumatic Restoration South, Inc. for Polyurethane Injection in the amount of \$1,293.50

There being no items removed for discussion,

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor items listed on the Consent Agenda were approved.

FOURTH ORDER OF BUSINESS

District Manager's Report

A. Discussion of Continuing with the Current Auditing Firm Or Proceeding with the Audit RFP Process and Establishing an Audit Committee

Mr. Cassel stated it was time to consider who will perform the audit for FY 2014. The options are to remain with the current firm or establish an Audit Committee and proceed with a Request for Proposals. It was recommended to appoint an Audit Committee and proceed with the RFP process. Proposals for auditing services would be presented at the November meeting to select the auditing firm to perform the FY 2014 audit.

On Motion by Mr. Berry seconded by Ms. Kroll with all in favor to proceed with an RFP for Auditing Services; and select and appoint Janet Kroll, Maurice Barry and the District Manager to serve on the Audit Committee that will evaluate and select the auditing firm at November 4, 2014 meeting.

B. Invoice Sent to the School District of Palm Beach County for FY 2009 thru FY 2015

Mr. Cassel stated the invoice was sent to the School District of Palm Beach County for FY 2009 thru FY 2015 based on the final reconciliation of amounts due. The School Board requested copies of several budgets and continue to question the Capacity Reserve Fees. We have provided them with copies of the contracts indicating they are responsible for payment of these fees.

C. Consideration of Contract Expansion with Severn Trent Services

Mr. Cassel presented a Third Amendment to the Management Agreement with Severn Trent Services for consideration to provide onsite administrative services.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor Contract Amendment #3 with Severn Trent Services to provide onsite Administrative Services was approved.

Mr. Cassel presented a Fourth Amendment to the Management Agreement with Severn Trent Services for consideration.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor Contract Amendment #4 with Severn Trent Services was tabled to the November 4, 2014 meeting.

D. Discussion on Decommissioning the Plants and Executing the Bulk Water Agreement with Palm Beach County

Mr. Cassel stated he received from Farner, Barley a proposal for what they believe is needed to decommission the plants. This information was reviewed, and what was submitted may be more complicated than what is needed by the District. After Mr. Cassel and Mr. Berry met with the County it was determined the scope needs to be modified or changed since the County will be doing most of the work proposed. The engineer's proposal needs to focus more on abandoning the wells rather than decommissioning the plants.

Mr. Berry reported on the meeting with the County. The County understands the District simultaneously wants to get out of the water and sewer business. The water system should be able to turn around in 30 days while the sewer system is a little more involved. The County will meet with District staff later this week to map out connections and provide a schedule and/or proposal on the sewer system. The County was informed the District would be considering a bulk water and sewer purchase agreement. The ground storage tank at the southwest corner of the property and the force main going into Okeechobee would remain with the District. Discussion followed on what is needed to proceed; a report will be provided once information is received from the County.

E. Discussion and Action to Authorize the Manager and Attorney to Proceed in Preparation of the Necessary Documentation to Vacate Various Water & Sewer Easements; and the Potential Transfer of Land Comprising the Area Where the Water Treatment Plant is Located

Mr. Cassel stated we need to look at the land the water plant is currently on, which is District property, and determine how to proceed with a land swap for various properties within the District with the landowner. Various easements will need to be vacated and legal descriptions will be required to clear the way for the District to begin infrastructure work.

Mr. Diffenderfer stated once the conceptual plan and zoning are approved you can start tying down on the ground where things need to be. Then the work of developing the legal descriptions for lakes and interconnect easements among the pods can take place and it can go phase by phase and does not need to be done all at once. Discussion followed on the process for vacating easements; this should be completed prior to platting and an amendment to the Water Control Plan will need to be addressed to address the post agricultural development. Mr. Cassel stated the amendment needs to be as comprehensive as possible.

Mr. Stern inquired if a vote is required to move forward.

Mr. Cassel responded a vote is not required; only an awareness of the Board the Attorney and District Manager should continue moving forward on bring these items to the Board for consideration.

F. Motion to Execute Mutual Termination Agreement with Chuck LoBrutto Dozer Service, Inc.

Mr. Cassel stated, following acceptance of the Third Amendment in the contract with Severn Trent the needs to execute a Mutual Termination Agreement with Chuck LoBrutto Dozer Service, Inc. for those administrative services.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor Contract to execute a Mutual Termination agreement with Chuck's Dozer Service, Inc.
--

G. Water Control Plan Update

Mr. Cassel stated he received a proposal from Farner Barley to modify the Water Control Plan Amendment which appears to cover what needs to be accomplished overall. The fee would be approximately \$37,810. What needs to be done is somewhat defined therefore the Board can authorize up to that amount, and if the scope needs to be changed, the amount can be amended either upward or downward as warranted. Discussion followed regarding the permitting services involved; it was determined South Florida Water Management District and the permit was last updated with Amendment Six in 2007-08. The new permit would show the Seminole Improvement District (SID) does not have a water or sewer treatment plant but would indicate the water and sewer distribution and collection systems are owned and operated by SID. This document will also become the underpinning for any future bond financing.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor the Engineers proposal for Water Control Plan Modification was approved in an amount not to exceed \$37,810.

FIFTH ORDER OF BUSINESS

Attorney’s Report

A. Landowner Meeting – Hold over current Board members until a scheduled L.O. meeting in June 2015

Mr. Cassel stated a Landowner Election was not held in June 2014; the current Landowner Representatives will be held over until a Landowner Meeting is scheduled for June 2015. The current Representatives will hold office until the new successors qualify. The landowner representatives will rotate one per year beginning with the June 2015 cycle. Public notice will be provided prior to the 2015 meeting.

B. Encroachment Agreement with Richard Sluggett

Mr. Cassel stated we have not yet received the executed Encroachment Agreement with Richard Sluggett; Mr. Lewis will follow up upon his return.

SIXTH ORDER OF BUSINESS

Supervisor’s Request

Mr. Stern requested a review of meeting day so all Supervisors can be in attendance. He will check his calendar and follow up with the District Manager to coordinate proposed changes.

Mr. Berry reported on meeting with FPL to relocate light poles situated in the right-of-way on Seminole-Pratt Whitney as well as other issues.

Mr. Berry, along with the District Engineers met with Palm Beach County Roadways and submitted a “Fifteen Percent” Plan for the widening of Seminole-Pratt Whitney Road. Mr. Cassel should be receiving a proposal with estimated costs from the Engineers to prepare final plans for widening Seminole-Pratt Whitney Road.

Mr. Carter stated the District Manager may want to confirm the statutory requirements for the District Engineer to provide status updates to the State of Florida. Mr. Cassel advised the required Facilities Report has already been requested from them. This information normally coincides with the annual budget so it can be used as a planning tool in preparing the budget.

Mr. Diffenderfer stated the application for the surface water management permitting is currently being developed for implementing Minto’s Land Use Plan. SID, as landowner of part of the facilities involved, needs to sign onto that application as co-applicant. It is contemplated SID is going to be the operational entity for all of those works. At the next meeting the Engineer

should report on the status of the application to the Army Corps of Engineers and the South Florida Water Management District. The Board should be prepared to launch them forward consistent with the Land Use Approvals.

Mr. Cassel stated information being presented tomorrow at the Indian Trails meeting by Mr. Jay Foy, ITID District Engineer will need to be corrected. It was documented that SID constructed an egress access; this information is inaccurate. To keep the record straight the document will need to be changed to reflect no such access was constructed. An existing egress point has been in place since the 1960's, and it was merely cleaned up. Mr. Berry stated the landowner originally completed this with a permit that was issued by SID as an improvement to an existing roadway. It was noted there are several long established ingress and egress points around the property that are blocked and unblocked as needed.

Mr. Berry reported on the culvert being replaced near the new pump station on the west side of the property. The City of West Palm Beach completed removal of the culvert; the area has been refilled and they did a fine job. The contractor has been asked to put sod down to stop any erosion.

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Cassel reported the next meeting is scheduled for November 4, 2014.

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



Ken Cassel, Asst. Secretary



Janet Kroll, President