

MINUTES OF MEETING
SEMINOLE IMPROVEMENT DISTRICT

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Tuesday, February 4, 2014 at 4:02 p.m. at the temporary Seminole Improvement District office, located at 4005 Seminole-Pratt Whitney Road, Loxahatchee, Florida.

Present and constituting a quorum were:

Janet Kroll	President
Maurice Berry	Supervisor

Also present:	
Ken Cassel	District Manager, Severn Trent Services
Terry Lewis (via phone)	Lewis, Longman & Walker, P.A.

The following is a summary of the minutes and actions taken during the February 4, 2014 Seminole Improvement District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS	Roll Call
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Mr. Cassel called the meeting to order and a quorum was established.

SECOND ORDER OF BUSINESS	Public Comment
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There being none, the next item followed.

THIRD ORDER OF BUSINESS	Consent Agenda
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A. Approval of Minutes of the January 7, 2014 Regular Meeting of the Board of Supervisors

Mr. Cassel stated each Board member received a copy of the minutes of the January 7, 2014 meeting and requested any additions, corrections or deletions.

Mr. Berry requested clarification on the action to pay off the bonds; if bond counsel needed to be consulted to determine if there were any prepayment penalties.

Mr. Cassel stated the bond documents were checked and they are beyond the call date so they are clean.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor the minutes of the January 7, 2014 Regular Meeting of the Board of Supervisors were approved.
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Approved

FOURTH ORDER OF BUSINESS

Motion Authorizing the President to Execute Documents for the P&Z Co-Application approved by the Board at the November 5, 2013 Meeting

Mr. Cassel requested a motion authorizing the President to Execute Documents for the P&Z Co-Application approved by the Board at the November 5, 2013 Meeting.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor to authorize the President to Execute Documents for the P&Z Co-Application approved by the Board at the November 5, 2013 Meeting.

FIFTH ORDER OF BUSINESS

Motion to Authorize the President to Execute all Appropriate Documents for the Environmental Resources Permit Application

Mr. Cassel requested a motion authorizing the President to execute all appropriate documents for the Environmental Resources Permit Application.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor to authorize the President to execute all appropriate documents for the Environmental Resources Permit Application.

SIXTH ORDER OF BUSINESS

Motion to Authorize the District Manager to Purchase up to Four (4) Land Sites for Offsite Drainage for Future Project and Authorizing the President to execute the Appropriate Purchase Documents with Expenditures Not-To-Exceed \$297,000 without additional Board Approval.

Mr. Cassel requested a motion to authorize the District Manager to purchase up to four (4) land sites for offsite drainage for future projects and authorizing the President to execute the appropriate purchase documents with expenditures not-to-exceed \$297,000 subject to final approval and legal review.

Mr. Berry inquired if District Counsel was aware of this item; and if the District is allowed to use District funds on a road outside the District.

Approved

Mr. Lewis responded the District is permitted under Chapter 298 to construct, install and maintain improvements within and outside the District if they benefit the landowners.

Ms. Kroll inquired if offsite land is purchased by the District for drainage does it become part of the District.

Mr. Lewis responded it will belong to the District but it is not within the legal boundaries.

Discussion followed on various hypothetical situations with roads.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor to authorize the District Manager to negotiate offsite land purchases of up to four (4) land sites for offsite drainage for future projects; and authorize the president to execute the appropriate purchase documents in an amount not to exceed \$297K upon legal review and approval by the Board at a subsequent meeting.

SEVENTH ORDER OF BUSINESS

Motion to Authorize Purchase of New Ford Truck per State Bid

This item was tabled to the March 4, 2014 meeting.

EIGHTH ORDER OF BUSINESS

Authorization to Secure New Computers and Software for the District in the amount of \$6,096.15, and Authorize the District Manager to Work with Minto's IT person for the Upgrades

Mr. Cassel requested the Board authorize the purchase of new computers and software in the amount of \$6,095.15. They will be located in the new building once it is completed.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor to authorize the purchase of new hardware and software as presented in the amount of \$6,096.15 and Authorize the District Manager to Work with Minto's IT person for the Upgrades

NINTH ORDER OF BUSINESS

Discussion of Modification to Phone Service Providers

Mr. Cassel reviewed the cost of phone service provides, stating he is looking to change providers to reduce the overall costs; and they will be using Verizon for internet connection. The remote sites currently have analog lines and use AT&T service. Using service provided by Windstream should significantly reduce this cost.

Approved

Ms. Kroll advised Mr. Cassel to be aware of the commitment longevity before moving forward.

Mr. Cassel will present the agreement to the Board for approval before it is executed.

TENTH ORDER OF BUSINESS

RFQ for Engineering Services and Approval to Advertise

Mr. Cassel requested approval to move forward with the RFQ process for Engineering Services and place the required advertisement.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor the District Manager was authorized to advertise an RFQ for Engineering Services.

ELEVENTH ORDER OF BUSINESS

District Manager's Report

A. Financial Report for Period Ending December 31, 2013

Mr. Cassel presented the Financial Report for period ending December 31, 2013. The accountants continue to work on the financials and refine the line items to accurately reflect the budgeted funds.

Mr. Berry asked if the bonds were paid off.

Mr. Cassel stated they are due sometime between March and April and we are doing all the preliminary paperwork to be ready to cut the check.

Ms. Kroll questioned which funds would be paid off.

Mr. Cassel stated \$2.32M for Bonds and Liabilities.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor the Financial Report for December 31, 2013 was accepted.

Mr. Cassel stated the District currently has a large amount of money in the SBA which is earning around 0.18% interest. It is recommended to move it from the SBA to a BB&T Money Market account where it will ear 0.45%.

Mr. Berry raised the concern since it is a large amount would it be protected.

Mr. Cassel stated BB&T is a QPD which provides a greater security than an average account.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor to move funds from the SBA to a BB&T Money Market account to earn additional interest.

Mr. Cassel presented a proposal for an increase in the Scope of Services. Severn Trent will provide the coordination and filing of monthly, quarterly or annual reports to various agencies on behalf of the District as outlined in the proposal for an additional fee of \$12,500.

Mr. Berry noted the agreement between Mr. DuBois and Minto was terminated February 14, 2014.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor to amend the contract with Severn Trent Services to approve the additional Scope of Services and Fees in the amount of \$12,500 effective February 15, 2014; and authorizing the President to execute the Contract Amendment.

Mr. Cassel requested the Board ratify the District Manager's execution of the Economic Impact Statement on behalf of the District.

Mr. Lewis explained the fiber system authorization for the Seminole Improvement District has no physical effect at this point because there is no plan for it. It merely authorizes the District at some point in the future to pay for and install a fiber system throughout the District.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor ratifying the District Manager's execution of the Economic Impact statement for proposed changes in the local Bill for the District.

Mr. Cassel stated moving forward I would like to purchase District logo decals and place them on District equipment (trucks, tractor and trailer).

Mr. Lewis asked Mr. Cassel to confirm the District equipment has the appropriate state license tags.

Mr. Cassel confirmed the appropriate tags were transferred.

TWELFTH ORDER OF BUSINESS Attorney's Report

Mr. Lewis reported the legislation to increase authorization of the District to pay for and install, but not operate fiber equipment has been drafted and the additional documents required by statute were prepared. The completed package is currently in Tallahassee and the proposal was approved unanimously by the Palm Beach County Legislative Delegation. We need to be careful; you never know how legislation is going to go, but I can report so far so good. Committee meetings will follow and the legislative session will end the 1st Tuesday in March. At that time we will know if our legislation has been successful. There does not appear to be any opposition from the telecommunications companies.

Mr. Lewis has identified two Agreements dating back to 1996 with the Palm Beach County School Board whereby the School Board is obligated to pay Seminole Improvement District an annual fee for flood control of water management services over the acreage that is encompassed in all their school campuses. This was handled by the previous District Manager and it appears the School Board has not paid those fees for the past several years which amount to approximately \$77,000. In addition there are several separate potable water and wastewater agreements with the School Board for their facilities which are up to date.

THIRTEENTH ORDER OF BUSINESS Supervisor's Request

There was a brief discussion regarding the date and time of the regular meetings. The Board agreed the current advertised dates and times, the first Tuesday of the month at 4:00 pm, were fine.

Mr. Berry would like to know who the utility gas provider is for the District.

FOURTEENTH ORDER OF BUSINESS Adjournment

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



Ken Cassel, Asst. Secretary



Janet Kroll, President