

**MINUTES OF MEETING
SEMINOLE IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Tuesday, October 15, 2013 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
Jared Stern	Secretary/Treasurer
Maurice Berry	Supervisor

Also present:

Ken Cassel	District Manager, Severn Trent Services
John Carter	Minto Group, Inc.
Kate DeWitt	Cotleur & Hearing
Terry Lewis	Lewis, Longman & Walker, P.A.

The following is a summary of the minutes and actions taken during the October 15, 2013 Seminole Improvement District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ken Cassel called the meeting to order and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Cassel explained a legislative change during the 2013 Florida Legislative Session requiring time allowed during the meeting for the public to comment on any matter before the Board.

Mr. Lewis recommends the District adopt a policy regarding public comment. The policy will include a 3 minute time limit for speakers.

THIRD ORDER OF BUSINESS

Ratify actions taken at the Emergency Board of Supervisors Meeting – October 3, 2013.

Mr. Lewis addressed Resolution 2014-4 Public Depository Banking which was tabled at the October 3, 2013 meeting, providing an explanation of the Resolution as requested.

On MOTION by Ms. Kroll seconded by Mr. Stern with all in favor Resolution 2014-4 presented at the October 3, 2013 emergency meeting was approved.

On MOTION by Ms. Kroll seconded by Mr. Stern with all in favor to ratify the actions taken at the Emergency Meeting held October 3, 2013 listed as agenda Items 3. A. through C. and E. through I.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 19, 2013 Regular Meeting and the October 3, 2013 Emergency Meeting of the Board of Supervisors

On MOTION by Ms. Kroll seconded by Mr. Stern with all in favor the minutes of the September 19, 2013 Regular Meeting and the October 3, 2013 Emergency Meeting of the Board of Supervisors were approved.

FIFTH ORDER OF BUSINESS

Kathryn DeWitt of Cotleus & Hearing Requesting Consideration as Co-applicant to Palm Beach County on Future Land Use and Rezoning Applications within the District

Ms. DeWitt provided an overview regarding future land use amendments before Palm Beach County. There was discussion on various land use designations and applications as well as zoning applications. There was review of the approved 2008 conceptual plan for Callery-Judge showing the 40 acre utility site and agricultural enclave.

For the record, Mr. Berry joined the meeting.

It was noted as part of the 2006 Settlement Agreement with Palm Beach County there is an acknowledgement that in the future they may want additional utility sites somewhere within the property. By making the utility part of the land use you effectively allow any other location to be considered as a utility site.

Mr. Lewis stated no harm can be seen in allowing SID to be a co-applicant with Minto Communities. It would allow for flexibility to relocate the utility plant in the future.

On MOTION by Mr. Stern and seconded by Ms. Kroll with all in favor of SID being a co-applicant with Minto on Future Land Use and Rezoning Applications in Palm Beach County within the District and the associated application costs to be paid by Minto.

SIXTH ORDER OF BUSINESS

Discussion on Engagement of the Audit Firm Brunt, Sweeney, Matz, P.A. for FY-2013 Audit

Mr. Cassel reviewed the engagement letter from Brunt, Sweeney, Matz, P.A. for FY 2013 audit services in an amount not to exceed \$12,000. It is recommended for history, consistency and expediency they be retained this year. An audit selection committee should be established to review RFP's for audit services for the FY 2013 audit. Mr. Lewis provided information on the importance of completing audits in a timely manner since this information is monitored by the State.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor to accept the Engagement Letter from Brunt, Sweeney, Matz, P.A. for the FY 2013 Audit in an amount not to exceed \$12,000.

SEVENTH ORDER OF BUSINESS

District Manager's Report

Mr. Cassel reviewed the following items with the Board.

A. Transition Items

i. Review of District Contact List

- Corrections were noted and the updated listed will be available.

ii. Preparation of Financials

- AP is now processed through the Severn Trent accounting system
- The last District financials were produced October 2012. Financials will be created for FY 2013.
- Bank balances were verified as of September 30, 2013
- Going forward, financials will be produced monthly and emailed to the Board for the months you do not meet
- Explanation was provided of the check register and availability of invoices for review.
- PNC and TD Bank signature cards were completed, but need to be redone with the addition of Stephen Bloom

iii. Coordination of Agenda Items for Meetings

- The agenda package is prepared and normally distributed one week in advance of the scheduled meeting. Items to be on the agenda should be

submitted as far in advance as possible. Agenda packages will be sent via email. The printed copy will be presented at the meeting.

iv. **Transcription of Meeting Minutes and Transfer of District Records**

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor authorizing Severn Trent to complete the transcription of meeting minutes and transfer District Records to their offices to be in compliance with the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies.

v. **Legal Counsel**

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor to direct the District Manager to notify Mary Viator of Caldwell, Pacetti, Edwards, Schoech, & Viator that legal counsel for the District will be provided solely by Lewis, Longman and Associates and the transcription of meeting minutes and the responsibility for District Records management will be handled by Severn Trent Services.

Mr. Stern questioned the status of the District’s bond debt. The amount has not been confirmed but the Severn Trent accountants are researching available documents and reviewing previous audits to determine the debt amount.

vi. **Engineering Services**

- Current services provided by:
 - AECOM, Karen D. Brandon, P.E.
 - Arcadis Engineering, Bill Reese

vii. **Webpage Document Upload** – use of www.CDDdocs.org linked to www.SeminoleImprovementDistrict.com

viii. **SID email addresses for District Correspondence**

- Mr. Lewis explained it is very important to keep SID business and correspondence separate from Minto business. The email addresses will be established by the IT person from Minto.

ix. **Authorize the District Manager to act on behalf of the District regarding the State Funds Account**

- Discussion ensued whether the District Manager was previously authorized to act on behalf of the District regarding the State Funds Account. The

Board confirmed authorization of the District Manager to handle the State Funds in conjunction with the President.

x. **Discussion and clarification of existing agreements, proposals and suppliers working for the District**

- Mr. Lewis explained bids for Special Districts are not covered by the provisions of Chapter 287 except for the Consultants Competitive Negotiation Act.
- There is a statute governing how to deal with capital improvements (construction) over a specific dollar amount determining when the RFP process applies. Thresholds can be set by District policy and “piggy back” pricing was reviewed.
- Permanent state vehicle tags are being purchased for the trucks and insurance cards are being issued.
- Recommend establishing a Petty Cash Fund between \$100-200 for immediate small needs.

B. Supervisor Handbooks

Mr. Cassel distributed a Supervisor Handbook to each Supervisor. Information provided addresses relevant state statues for Improvement Districts, the Florida Sunshine Laws and other information pertaining to District business.

Mr. Berry requested credit cards issued to SID for miscellaneous purchased be identified and located.

EIGHTH ORDER OF BUSINESS

Attorney’s Report

A. Lease Agreement between Seminole Improvement District and Minto Communities

Mr. Lewis reported there is a Lease Agreement between Seminole Improvement District and Minto Communities for the Seminole Improvement District properties identified on the highlighted area of the site map. The lease is effective October 1, 2013 for 1 year and is annually renewable. The Seminole Improvement District meetings will be held in a public building as required by Florida law.

On MOTION by Ms. Kroll seconded by Mr. Stern with all in favor authorizing execution of the Lease Agreement between the Seminole Improvement District and Minto Communities contingent upon including an Exhibit A identifying the buildings covered by the lease agreement.

B. Minto/SID Agreement regarding services provided by Minto to SID

Mr. Lewis presented a nonexclusive service agreement between Minto Communities and the Seminole Improvement District for services provided by Minto. The Agreement is effective October 1, 2013 for 1 year and is annually renewable. The Agreement has a 7 day termination written notice provision.

On MOTION by Ms. Kroll seconded by Mr. Stern with all in favor authorizing execution of the Nonexclusive Service Agreement between the Seminole Improvement District and Minto Communities.

NINTH ORDER OF BUSINESS

There being none, the next item followed.

Engineer's Report

TENTH ORDER OF BUSINESS

There being none, the next item followed.

Supervisor's Request

ELEVENTH 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