

**MINUTES OF MEETING  
SEMINOLE IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Tuesday, November 5, 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
Maurice Berry	Supervisor

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

*The following is a summary of the minutes and actions taken during the November 5, 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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the October 15, 2013 Regular Meeting of the Board of Supervisors**
- B. Public Participation Policy**
- C. Consideration and Approval of Invoices from Caldwell Pacetti, Edwards, Schoech & Viator LLP**

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor approving the items presented on the Consent Agenda.
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Approved

**FOURTH ORDER OF BUSINESS District Manager's Report****A. Status of Financial Records**

Mr. Cassel explained detailed trial balances were received on Friday and the accountants are carefully reviewing the information they received. Thus far they have been able to establish there is approximately \$2,387,000 callable debt without penalty (long term bonds – maturity date August 1, 2022); and deposits in TD Bank, PNC and the State Board total approximately \$4,660,000. We cannot determine if the cash amount is available to pay off the debt until we understand where the money came from and to what it may be allocated. We requested the last assessment methodology report from Mary Viator since they were not found in the documents we received. We need to confirm the assessments were correct and they tie to the deposits in the accounts.

Mr. Berry suggested Mr. DuBois be contacted regarding the assessment methodology and the special assessment issued about a year ago.

Mr. Cassel stated the special assessment is what is in dispute with the School Board; they do not believe they need to pay off the prorated share of the debt associated with the School Board's property.

Mr. Berry questioned if government entities are responsible for non-ad valorem assessments and Mr. Cassel confirmed they are.

**B. Transition Status -- Letter sent to Co-Counsel**

Mr. Cassel confirmed sending a letter to co-counsel on October 23, 2013 notifying them of the Board's decision to eliminate co-counsel and requesting the transfer of all District records. To date, we have not received any files but will continue to work with her to complete the transition.

**C. Co-Application for Land Use Plan Modification**

Mr. Cassel confirmed sending the letter for co-application for the Land Use Plan Modification on October 25, 2013.

**D. Contracts with Messier and Chuck's Dozer**

Mr. Diffenderfer stated these contracts were modeled after the Service Agreement with Minto which has a 30 day payment period. Both Messier and Chuck's Dozer requested a

bimonthly payment schedule which was the previous payment schedule by the District. This is a policy issue for the District with no legal impediment. Discussion followed determining a contact amendment would be added to change the payment to twice a month since both contracts were signed with the 30 day payment period.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor the signed contracts with Messier and Chuck's Dozier were approved and the attorney was directed to execute an amendment for each contract changing the payment terms to twice per month.

Discussion followed on the effective date and payment of contracts.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Updated Agreement between Lewis, Longman, & Walker, P.A. and Seminole Improvement District**

Mr. Cassel stated a copy of the updated Agreement between Lewis, Longman, & Walker, P.A. and Seminole Improvement District was included in the Board package for review.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor the updated Agreement between Lewis, Longman, & Walker, P.A. and Seminole Improvement District was approved.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Engineer's Report**

**A. Preliminary FEMA Maps**

Mr. Berry provided an update on the process and status of the FEMA Maps in Palm Beach County and some of the issues surrounding the progress. The Preliminary FEMA Maps were not adopted in Palm Beach and they are currently accepting comments on the Maps through the end of November. The Water Management District released the Preliminary C51 Study; there were problems and the study will probably be redone. Some of the assumptions associated with the Seminole Improvement District were incorrect. Additional information has been provided and surveyors are onsite taking topography shots which will also be submitted. There are significant discrepancies (over a foot) between the fly over radar elevations and on the ground

mapping readings. The average elevation on the property is somewhere between 21 and 22 and FEMA states the 100 year flood elevation is 19.1, but the maps are showing most of the property in the 100 year flood plain which is disturbing. We are trying to keep homeowners from needing to get a letter of map revisions to avoid flood insurance in the future.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Request**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

  
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Ken Cassel, Asst. Secretary

  
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Janet Kroll, President