

**MINUTES OF MEETING**  
**SEMINOLE IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Tuesday, August 5, 2014 at 4:04 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

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 August 5, 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 4:04 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**

**Public Hearing to Adopt the Budget for Fiscal Year 2015**

Mr. Cassel opened the Public Hearing regarding adoption of the Fiscal Year 2015 Budget. There being no public present,

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2015 was closed.
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- A. Resolution 2014-9 - Adopting the District Budget and Non-Ad Valorem Assessment Roll as Provided Herein; The levying of the Non-Ad Valorem Assessments for the District and Appointing an Authorized Representative of the District for Certification of the District's Non-Ad Valorem Assessment Roll**

Approved

Mr. Cassel presented Resolution 2014-9 to the Board for consideration.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor the Resolution 2014-9 Adopting the District Budget and Non-Ad Valorem Assessment Roll as Provided Herein; The levying of the Non-Ad Valorem Assessments for the District and Appointing an Authorized Representative of the District for Certification of the District's Non-Ad Valorem Assessment Roll was approved.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

Mr. Cassel presented the Minutes from the July 15, 2014 Regular meeting of the Board of Supervisors and the Financial Reports for period ending June 30, 2014.

**A. Approval of Minutes of the July 15, 2014 Regular Meeting of the Board of Supervisors**

On MOTION by Mr. Berry seconded by Ms. Kroll to approve the minutes of the July 15, 2014 Regular Meeting of the Board of Supervisors.

**B. Financial Report for Period Ending June 30, 2014**

Mr. Cassel presented the Financial Reports for period ending June 30, 2014.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor to amend the previous motion to read approval of the Consent Agenda containing the minutes of the July 15, 2014 Regular Meeting of the Board of Supervisors and the Financial Reports for period ending June 30, 2014 was approved.

**FIFTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Meeting with ITDD Regarding Drainage**

Mr. Cassel reported several weeks ago the Indian Trails Drainage District opened a drainage structure without informing the Seminole Improvement District. The operating agreements and permits were reviewed and a meeting was set to discuss the matter. Elevations and operational issues will be addressed.

**B. Removal of Culvert from the M Canal on the West Side by the City of WPB New Pump Station**

Mr. Cassel stated on the west side of the District, the City of West Palm Beach built their new pump station. There is a culvert that has not been used for a long time and because of where

the City is directing the water an eddy will result. The City is willing to remove the culvert at their expense since it is not needed. There was no objection from the Board in allowing the City to proceed with the removal.

**C. Proposed Meeting Dates for FY 2015**

Mr. Cassel presented a proposed Meeting Schedule for FY 2015 designating the first Tuesday of the month as the meeting date.

On MOTION by Ms. Kroll seconded by Mr. Berry with all in favor the Proposed Meeting Date Scheduled for FY 2015 was approved.
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**Update on Number of Registered Voters - Supervisor of Elections – 0**

Mr. Cassel provided an update from the Supervisor of Elections Report regarding the number of registered voters within the District. They previously reported there were 2 registered voters and have since revised the report to 0. Discussion followed on the significance of this number and the impact it could have on the District.

**E. Additional Items**

Mr. Cassel reported the occurrence of a lighting strike that wiped out two well pumps. A spare pump was installed; repair of the second pump will require a new motor. The estimated cost for the new motor is \$3,300 plus labor.

The ice machine used to cool down water samples transported to the County and the lab broke; cost options for repair/replacement were reviewed. For \$2,950 a new top unit can be purchased with the capacity to produce 200 pounds of ice per day which should be sufficient to meet the Districts' needs.

Funds are available to complete the repair and/or replacement of the well pump motor and the ice machine; action will proceed on these items.

Mr. Cassel reporting having a discussion with Ms. Kroll regarding the potential for expanding the Severn Trent Contact to include administrative duties. Mr. Cassel requested the Board authorize the Chair to negotiate a contract expansion with Severn Trent regarding administrative duties.

On MOTION by Mr. Berry seconded by Ms. Kroll with all in favor authorizing the Chair to negotiate with Severn Trent for onsite administrative duties was approved.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

**A. Report on Palm Beach School District**

Mr. Lewis reported due to vacation schedules a meeting with the School Board was not scheduled until Friday, August 15, 2014 at 2:00 pm. A draft proposal will be prepared prior to the meeting; the intent is to return with an Agreement for Board consideration at the next regularly scheduled meeting.

Mr. Cassel will confirm the status of the School Board's current water bill account.

**SEVENTH ORDER OF BUSINESS**

**Supervisor's Request**

Ms. Berry requested review of the Seminole Improvement District Standard Operating Agreement for providing utilities as well as copies of other such Agreements for the purpose of comparison. Mr. Cassel will also review the various fees and rate structure for services currently being provided by the District.

Mr. Berry reported the landowner informed him they would like to provide an access to the east end of the property for farming activities and for Silver Lake. Other access points have been blocked and new access points need to be established. A sketch will be submitted so the appropriate paperwork and/or permits can be provided.


**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Mr. Cassel reported the next meeting is scheduled for September 2, 2014.

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

  
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Ken Cassel, Asst. Secretary

  
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Janet Kroll, President