

CITY OF WESTLAKE



SEMINOLE IMPROVEMENT DISTRICT



MINUTES

City of Westlake and Seminole Improvement District Joint Meeting (Discussion Only)

Tuesday, August 23, 2022, at 5:00 PM

Westlake Council Chambers
4005 Seminole Pratt Whitney Road Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Pilar Valle Ron, Council Member – Seat 1
Julian Martinez, Council Member – Seat 2
Charlotte Leonard, Council Member – Seat 3

BOARD OF SUPERVISORS:

Scott Massey, President – Seat 2
Zane Beard, Vice President – Seat 3
Leolani Gevers, Secretary – Seat 1

CITY STAFF:

Ken Cassel, City Manager
Zoie P. Burgess, CMC, City Clerk
Donald J. Doody, Esq., City Attorney
Nilsa Zacarias, AICP, Planning and Zoning Director
Suzanne Dombrowski, P.E., ENV SP, City Engineer

DISTRICT STAFF:

Ken Cassel, District Manager
Sandra DeMarco, District Clerk
Terry Lewis, Esq., District Counsel
Ryan Wheeler, P.E., LEED AP

A City of Westlake and Seminole Improvement District Joint meeting of the City of Westlake was held on Tuesday, August 23, 2022, at 5:00 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road. Members of the public also participated in the meeting through electronic means and accessed as follows:

1. Webex meeting from a computer, tablet or smartphone at the following link:
<https://cityofwestlake.my.webex.com/>

Meeting ID: 2634 094 3646

Password: hello

2. Participants also dialed in using phone with the following number:

United States Toll: +1-408-418-9388

Meeting ID: 2634 094 3646

As a preliminary matter, Ms. Burgess noted that Mayor JohnPaul O'Connor, Vice Mayor Greg Langowski Councilwoman Pilar Valle Ron, and Councilwoman Charlotte Leonard were present physically. Councilman Julian Martinez appeared via electronic media technology.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the mayor and accepted at the appropriate times as indicated in the agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience microphones are live.

Ms. Burgess further explained that microphones will be muted; audience members can unmute themselves and anyone that has called in should mute their device.

Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting.

Ms. Burgess reminded Council Members physically present to utilize microphones.

CALL TO ORDER

Mayor O'Connor called the City of Westlake and Seminole Improvement District Joint meeting of Tuesday, August 23, 2022, to order at 5:02 p.m.

ROLL CALL - CITY OF WESTLAKE

Present and constituting a quorum:

Councilwoman Charlotte Leonard

Councilman Julian Martinez (appeared via electronic media technology)

Councilwoman Pilar Valle Ron

Vice Mayor Greg Langowski

Mayor John Paul O'Connor

ROLL CALL - SEMINOLE IMPROVEMENT DISTRICT

Present and constituting a quorum:

Secretary Leolani Gevers
Vice President Zane Beard
President Scott Massey

PLEDGE OF ALLEGIANCE

Mayor O'Connor led the Pledge of Allegiance.

JOINT MEETING AGENDA

A. Seminole Improvement District Operations

Presented By: Kenneth Cassel, District Manager

Mr. Cassel discussed the history of the City of Westlake displaying the map before 2013. Mr. Cassel discussed the changes that appeared throughout the years to when the city was formed. He presented different maps on the progression of the city and the HOA's as they appeared. He discussed how the city is tracking and coordinating with the GIS system.

B. Seminole Improvement District and City of Westlake Relationship

Presented By: Robert Diffenderfer, Esq., District Counsel - Lewis, Longman & Walker, P.A.

Mr. Diffenderfer provided a PowerPoint presentation highlighting the relationship between the City and Seminole Improvement District (SID) and how they interact with each other. Mr. Diffenderfer explained the role and history of the Seminole Improvement District and further identified the following:

- Independent Special District
 - o Enabling Act: Chapter 2000-431, Laws of Florida
- Infrastructure and Utilities Provider
 - o Water, wastewater, and reclaimed water
 - o Surface water
 - o Irrigation
 - o Roadways (including landscaping and lighting)
 - o Parking Facilities
 - o Outdoor Parks and Recreation
- Drafts and Administers Water Control Plan

What is the water control plan:

- Required by Chapter 298, Florida Statutes
- Outlines responsibilities, powers, programs, plans, facilities and services
- Describes current and future activities and infrastructure
- Touchstone for all SID activities
- Periodically amended

- Based in Engineer's Report
- Currently working under Eight Amended Water Control Plan
- Evolves as SID/Westlake grows

C. Seminole Improvement District Planning Horizon

Presented By: Kenneth Cassel, District Manager

Mr. Cassel discussed the water account process; residents can pay online and over the phone. Mr. Cassel explained the City is willing to work with the residents that have issues with payments and provide door hangers as a reminder for payment. Mr. Cassel stated a joint meeting will be held in April to discuss future projects and budget requests as this meeting was held a little late in the year.

Mr. O'Connor inquired on costs to the city in shutting off people's water service for nonpayment. Mr. O'Connor requested to have multiple joint meetings throughout the year between the city and SID.

D. Geographic Information Systems (GIS)

Presented By: Taylor Myers, Field Technician - Seminole Improvement District

Mr. Myers discussed how his team uses the Geographic information System (GIS) system to track work throughout the city as well as identify and monitor fire hydrants and identify sampling points. GIS tracks the water received, used, and sold. Mr. Myers discussed valves that are checked and displayed in the GIS system how it's tracked and can be easily accessed if needed.

Mr. O'Connor asked how the water is tested. Mr. Taylor explained the level of chlorine is measured and chlorine is added if needed. Mr. O'Connor asked if GIS was available for public use. Mr. Taylor explained it's for City and SID use only. Mr. O'Connor asked if the city has hard water or soft water. Mr. Massey explained the city has depositing soft water.

Mr. Cassel explained a few homes in the city have made complaints on the quality of their water. They explained to the residents the water purification system they installed was stripping the water of its safety agents.

Mr. DeLeon further explained the GIS system is being used for landscaping and irrigation. Mr. De Leon explained there are four contractors, three for landscaping and irrigation and one for mulch. Mr. De Leon explained they have walked out in the field and marked irrigation zones and color coded them in the GIS system and created a boundary. This will allow them to pull up the GIS system to show the irrigation zone in which an area is affected for landscaping. Maintenance tracking is also maintained in the GIS system and task work for others field workers.

E. Design & Development Offer

Presented By: John F. Carter, AICP, Senior Vice President - Minto Communities, LLC

Mr. Cassel discussed Minto's offer to pay for design services for the construction of SID facility.

Mr. Carter discussed the vision of creating a community center as a multipurpose room to become the heartbeat of the community in a beautiful park setting. Mr. Carter explained that it would not be a Minto driven project but instead a grant would be provided to Seminole Improvement District, they would hire Don Herring to engage in a series of community meetings to collect community census on how they would like a community park to be built. Input from the community with Mr. Ken can come up with a proposed idea for a future project to build the park.

Council discussed the future park and ideas

Mr. Massey discussed the back of the parkway will be dug out and be created into a moat. Mr. Massey discussed the park grounds can be cleared and start to be used for basic park uses such as kite flying and walking dogs.

F. Capital Improvement Project

Presented By: Ryan Wheeler, P.E., LEED AP, District Engineer - Caulfield & Wheeler, Inc.

Mr. Wheeler explained the upcoming project for the SID offices on the south side of the FPL station. He further explained that current operations out of City Hall will be moved to this facility, until another space is set for city offices.

G. General Discussion

Mr. Cassel identified that there will be two joint meetings for the following year to allow time for budgeting.

CITY COUNCIL COMMENTS

- A. Councilwoman Valle Ron – Councilwoman Valle Ron expressed her excitement for the future park and would like to have a holiday event at the park.
- B. Councilwoman Leonard – Councilwoman Leonard expressed her gratitude for the presentation and all the information that was provided in the meeting.
- C. Vice Mayor Langowski – Vice Mayor Langowski stated he is looking forward to having two joint meetings moving forward.
- D. Councilman O'Connor – Mayor O'Connor discussed his appreciation to the field techs and the organization that is created between the Seminole Improvement District and the City of Westlake.

DISTRICT BOARD COMMENTS

- A. President Massey - Mr. Massey mentioned he is willing to give anyone a ride around the city to show future projects and current projects that are in the works.
- B. Vice President Beard – Mr. Beard appreciates the relationship between the two organizations.
- C. Secretary Gevers – Ms. Gevers is looking forward to the future park.

CITY ATTORNEY COMMENTS

No comment.

DISTRICT ATTORNEY COMMENTS

No comment.

CITY MANAGER COMMENTS

No comment.

DISTRICT MANAGER COMMENTS

No comment.

PUBLIC COMMENTS

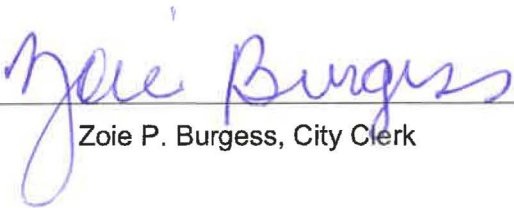
This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing Council, state your name and address for the record.

Mayor O'Connor called for public comments.

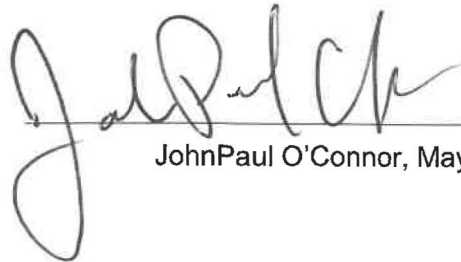
Ms. Burgess noted there were no public comment cards received prior to the meeting and gave the virtual audience a moment to comment. There being no comments, the next item followed.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 6:44 PM.



Zoie P. Burgess, City Clerk



JohnPaul O'Connor, Mayor