

**MINUTES OF MEETING
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, August 19, 2013 at 4:00 p.m. at the District Office, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Theodore Mena	Vice President
Duane Holland	Secretary

Also present were:

Kenneth Cassel	District Manager
George Miller	Assistant District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Kay Woodward	District Accountant
Troy Lyn	District Engineer
Rick Olsen	Globaltech
Jan Zilmer	Human Resources
Ed Stover	Water Department
David McIntosh	Wastewater Department
Randy Frederick	Drainage
Stephen Seigfried	Field Superintendent
John McKune	District Consultant

The following is a summary of the minutes and actions taken during the August 19, 2013 CSID Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the July 15, 2013 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the July 15, 2013 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the minutes of the July 15, 2013 regular meeting and July 17, 2013 emergency meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of the Water and Sewer Budget for Fiscal Year 2014 (Resolution 2013-5)

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the public hearing was opened.

Ms. Woodward reviewed the proposed water and sewer budget. There were no public comments.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the public hearing was closed.

No changes were made to the proposed budget.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor Resolution 2013-5, adopting the water and sewer budget for Fiscal Year 2014, was adopted.

FIFTH ORDER OF BUSINESS

Presentation from LMK for Sewer Rehabilitation

This item was tabled.

SIXTH ORDER OF BUSINESS

Consideration of Engagement Letter with AMTEC for Arbitrage Calculations

Mr. Cassel explained arbitrage calculations are required to verify the District is not profiting from a lower interest rate on bond payments.

The Board reviewed the proposed engagement letter.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the engagement letter with AMTEC for arbitrage calculations was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorization #80 for Canal Bank Stabilization Feasibility Study

The following was discussed:

- Remedies and costs will be evaluated for ten canal bank sites identified by staff.
- Because all ten sites will not be remedied at the same time, Mr. Shank does not want to pay twice for evaluations.
- Mr. Cassel explained evaluating all ten sites will allow staff to cluster them by types of repairs needed.
- Mr. Lyn stated it establishes a baseline of costs.
- Mr. Daly received several calls regarding these sites over the past two years.
- Mr. Holland thinks this is a proactive approach.

On MOTION by Mr. Shank seconded by Mr. Holland with Mr. Holland voting aye and Mr. Shank and Mr. Mena voting nay approval of Work Authorization #80 as presented failed to pass.

- Mr. McKune and Mr. Olsen expressed the importance of underwater inspections.
- Engineering will meet with staff to prioritize top six sites for diving.

EIGHTH ORDER OF BUSINESS

Consideration of Work Authorization #75.1 as a Balancing Work Authorization

This is a balancing work authorization for Work Authorization #75 reducing the total cost from \$18,912 to \$15,835.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor Work Authorization #75.1 was approved.

NINTH ORDER OF BUSINESS

Award of Bid for New Hopper (David McIntosh)

Mr. McIntosh reviewed the need for a new hopper. One bid was submitted by Anzco, Inc. at a cost of \$12,500. Mr. Mena suggested he verify where the steel is manufactured because of quality issues.

On MOTION by Mr. Mena seconded by Mr. Shank with all in favor the bid was awarded to Anzco, Inc. contingent upon verification of steel origin.

ELEVENTH ORDER OF BUSINESS

Approval of Financial Statements for July 2013

There being no questions or comments,

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the financials were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• Meeting Schedule for Fiscal Year 2014

The following was discussed:

- Mr. Cassel reviewed a request from Mr. Kedersha to encroach the District’s drainage easement for a fence at 1813 NW 126th Way. He is proposing to install a fence fan on the north and south ends of the properties.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the Board has no objection to the placement of a fence and fence fans as submitted.

- The Board reviewed the proposed meeting schedule.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the meeting schedule for Fiscal Year 2014 was approved as presented.

B. Engineer – Troy Lyn

Mr. Lyn reviewed the Project Status Report, a copy of which is attached hereto and made a part of the public record.

- The PLC and WWTP analyzer upgrade project is almost complete.
- The Coral Springs Building Department issued a permit for the free standing stack project. The stack is scheduled for delivery September 3, 2013
- Well #5 is in service.
- Well #10 is being installed.
- Mechanical integrity testing will be conducted during the dry season.
- Construction started for replacement of hypochlorite piping.
- Wells #6 and #11 are in good shape and can be rehabilitated.

- Well #7 has bad casing and there is evidence of sand.

C. Department Reports

- **Operations – Dan**

- **Utility Billing Work Orders**
- **Water Break Report**

These items are for informational purposes only. Mr. Daly provided a brief update on the next newsletter.

- **Water – Ed Stover (Report Included)**

Mr. Stover reviewed his report, a copy of which was included in the agenda package. He noted the houses on the cul-de-sac behind Well #7 use septic tanks and drain fields.

- **Stormwater – Randy Frederick (Report Included)**

Mr. Frederick reviewed his report, a copy of which was included in the agenda package.

- **Sewer – David McIntosh**

Mr. McIntosh discussed the following:

- He updated the Board on the SCADA system project.
- A flow meter was replaced at a cost of \$5,700.
- Mechanical vibration analysis was required for the aerators.
- The District's generators fall under new regulations for rotating internal combustible engines.

- **Field – Stephen Seigfried (No Report)**

Mr. Seigfried provided a brief update on the new meters, which are working well.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported a seamless transition from Blue Cross & Blue Shield to Cigna on August 1, 2013.

- **Motion to Accept Department Reports**

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the department reports were accepted.

D. Attorney

Mr. Capko reported the following:

- SWCD adopted a right-of-way fence policy at their last meeting. They require a minimum of 25 feet.
- A draft policy was provided to the Board for review regarding audience comments.

TWELFTH ORDER OF BUSINESS

Supervisors' Request

The following comments were made:

- Mr. Shank reported Representative Moskowitz agreed to sponsor legislation staggering Supervisors' terms for elections. This will be discussed further at the next meeting.
- Mr. Holland asked if timeframes were included in the settlement agreement with CH2M Hill. Mr. Cassel confirmed they were.
- The District will hold a barbeque for staff in September.
- Mr. Mena distributed two handouts regarding Home Rule and discussion ensued as to whether the District should challenge the City's Home Rule. He requested District counsel obtain a legal opinion from the State Attorney General. Mr. Capko does not recommend the Board request a formal Attorney General Opinion. The Attorney General may provide an informal opinion.
- Mr. Shank would like to know if the City's tree ordinances preempt the District's ability to clean up its canals. Mr. Capko will request an informal opinion from the Attorney General.
- Communication issues were addressed by Mr. Mena and clarified by Mr. Cassel.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the meeting was adjourned.

Kenneth Cassel
Assistant Secretary

Martin Shank
President