

**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, October 19, 2015 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
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Alvan Jones	Water Department
Randy Frederick	Drainage
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Rick Olson	Globaltech
John McKune	Consultant

The following is a summary of the minutes and actions taken during the October 19, 2015 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 September 21, 2015 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the September 21, 2015 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the September 21, 2015 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Consideration of Right-of-Way Permits for Comcast Communications, LLC

- A. Installation of 6” PVC Bridge Attachment at Canal L-106 at the West Side of University Drive**
- B. Installation of 6” PVC Bridge Attachment at Canal L-106 at the East Side of University Drive**

Mr. Cassel reviewed the permit applications to cross into the District’s right-of-way.

Mr. St. Cavish noted the applications indicate six inches, but all other documents state four inches.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the above referenced right-of-way permits were approved.

FIFTH ORDER OF BUSINESS

Consideration of Amendment #1 to Work Authorization #88 for the WWTP Influent Screen Replacement for a Total Decrease of \$7,318

Mr. Lynn reviewed the amendment, which is a reconciliation of the work authorization.

A total of \$7,318 of unspent allowance will be returned to the District.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #88 for a decrease of \$7,318 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

- A. Manager – Ken Cassel**

Mr. Cassel reported the following:

- Ms. Jane Early of CH2M Hill will meet with him to exchange the finalized checks.
- He will be working with District Counsel on an amendment to the Severn Trent Services agreement. The fee schedule needs to be revised to include

fees billed directly to third parties and not the District. These fees include records requests and estoppel letters.

- He is still waiting on a response from the City Manager on the letter that was sent. He will follow up.
- The Fire Chief sent an email stating they are cancelling their request to move the fire house near Lakeview Park.

B. Engineer – Troy Lyn (Report Included)

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

- Mr. Olson provided an update on the canal rehabilitation project.
- Mr. Dwiggin reported he will be meeting with the new property owner of 903 NW 82nd Avenue to go over the details of the interconnect project and the right-of-way.

C. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

This item is for informational purposes only.

Mr. Daly reported the following:

- The current banking situation with Wells Fargo is not beneficial to the District due to fees and poor customer service. He has been working with Ms. Holmes on new banking options. Mr. Cassel provided them with information on CenterState Bank. The District will benefit from a minimum of \$30,000 per year between savings in fees and earned interest. CenterState Bank will also provide a free check scanner.

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

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- Mr. Lyn recommended cleaning the degasifier at least once a year.

- **Wastewater – Tim Martin (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

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

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Field – Curt Dwiggin (Report Included)**

- **Missile Bores**
- **Water Break Report**

A copy of the reports were included in the agenda package and is attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported a total of 35 employees and family members showed up to receive their flu shots.

- **Motion to Accept Department Reports**

There being none, the next item followed.

D. Attorney

Mr. Capko reported he has not heard back from the City Attorney regarding the assessments. He will follow up with the City Attorney.

SEVENTH ORDER OF BUSINESS

Approval of Financial Statements for September 2015

Mr. St. Cavish questioned why *operating supplies-general* under *Field Operations* and *Plant Operations* were both over budget. Ms. Holmes explained the \$63,106 unfavorable variance under *Plant Operations* is due to the purchase of the PLC spare parts that were not part of the original budget. The unfavorable variance under *Field Operations* is mostly due to the major waterline break on Atlantic Boulevard and the decision to purchase extra materials for possible future breaks.

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

EIGHTH ORDER OF BUSINESS

Supervisors' Request

The following was discussed:

- Mr. Shank asked for an update on the Blue View site scanning radar.
 - Mr. McIntosh reported they met with the surveyor last week and requested a quote for a survey of a canal. It takes a lot of knowledge to operate the scanning

equipment and just having a scanning radar will only provide information on the bottom of the canal and will not provide the other information needed. They suggested also having a laser scanner.

- Mr. Olson discussed the possibility of a demonstration by the company to see if this is viable technology for the District canals.
- Mr. Shank asked about the GIS mapping. Mr. Daly responded they received the program two weeks ago. The Board requested staff contact the City and request GIS mapping information they might have.
- Mr. St. Cavish asked if any other districts use Atkins for surveying. Mr. McIntosh stated SFWMD uses their services. He will contact them as a reference.
- Mr. Holland is pleased the employees were provided with the availability of flu shots.

NINTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President