

**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, March 16, 2015 at 4:00 p.m. at the District Office, 10300 NW 11<sup>th</sup> 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
William Capko	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Ed Stover	Water Department
Tim Martin	Wastewater Department
Randy Frederick	Drainage
Steve Seigfried	Field Superintendent
John McKune	Consultant
Harold Aiken	MWH Engineering
Andrew Ladanowski	Resident

*The following is a summary of the minutes and actions taken during the March 16, 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 February 23, 2015 Meeting**

Mr. Shank stated each Board member received a copy of the minutes of the February 23, 2015 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Mena seconded by Mr. Shank with all in favor the minutes of the February 23, 2015 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS**

**MWH Engineering Report on the Phosphorus Reduction Program**

Mr. Aiken provided an update on the phosphorus reduction program and provided a copy of the Interlocal Agreement with Hallandale Beach, which is experimenting with the same process CSID is interested in. A copy of the distributed information is attached hereto and made a part of the public record.

Mr. Capko reviewed and revised the Interlocal agreement. He suggested adding a provision in the scope of services stating MWH will come back to the District with a presentation.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the Interlocal Agreement with MWH and the City of Hallandale was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of LMK Proposals for Lift Stations**

- A. Lift Station #2**
- B. Lift Station #8**

Mr. Daly reviewed the proposals for camera work only. The District would be piggybacking off of the City of North Miami Beach. There was discussion regarding pricing.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor the LMK proposal for Lift Station #8 in the amount of \$34,737.70 was approved.

The Board requested staff renegotiate pricing on the proposal for Lift Station #2.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

- A. Manager – Ken Cassel**
  - **Well Maintenance Program**

Mr. Cassel reviewed the proposed well maintenance program and the recommendation was made for the Board to authorize the District Manager to advertise an RFP for a well maintenance program.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the Board authorized the District Manager to advertise an RFP for a well maintenance program.

Mr. Cassel also reported the spare well motors had to be used within the past 30 days and two new ones need to be purchased.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the purchase of two new well motors was approved at a total cost of \$10,465.

There was discussion regarding a meeting Mr. Cassel and Mr. Shank will have with the City Mayor to discuss certain items. The meeting was noticed so that more than one Supervisor can be in attendance.

Mr. Mena does not agree with the meeting with the Mayor as he feels it circumvents the City Manager.

**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.

- A workshop meeting was tentatively scheduled for April 8, 2015 to discuss the Permit Criteria Manual.
- Mr. Holland mentioned the Eagle Trace HOA Board would like the District to be available to discuss the canal bank restoration project at their meeting tomorrow.

**C. Department Reports**

- **Operations – Dan Daly**
  - **Utility Billing Work Orders**

This item is for informational purposes only. The following was discussed:

- Mr. Daly reminded the Board the Second Annual Open House will be April 11, 2015.
- There was discussion regarding regulation of grease traps.
- Mr. Daly updated the Board on the medication disposal program the District is co-sponsoring with Walgreens.
- Mr. Shanks briefly reviewed results of pharmaceuticals in the well water.

- **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.

- **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 – Stephen Seigfried (Report Included)**

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

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- A new employee was hired for Mr. Seigfried's Department and they are now fully staffed.
- There has been no breach to Florida Blue. Blue Cross and Blue Shield were affected by the recent hacking, but Florida Blue was not.

- **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 on a recent public records request, but after further review and information provided by Mr. Stover it was determined the District did not have any records applicable to the request.

The following was discussed:

- Mr. Shank asked about the County installing structures in the District's right-of-way. Mr. Cassel responded they provided the as-builts and a permit was issued after the fact.

- Mr. Shank still feels they need to follow the rules they expect others to follow.
- Mr. Cassel stated District staff is more aware of spotting and questioning outside entities working within the District.

**SEVENTH ORDER OF BUSINESS**

**Approval of Financial Statements for February 2015**

The Board reviewed the financials.

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

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

- Mr. Mena reiterated his feeling that the proper people need to be contacted in the City to discuss different issues.
- There was discussion regarding an editorial written by Ms. Cindy Heafy, providing misinformation about the District. Mr. Shank wrote a response to the article.
- Mr. Holland commended staff of their work.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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 Kenneth Cassel  
 Assistant Secretary

  
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 Martin Shank  
 President