

**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, April 20, 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
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
Kay Holmes	District Accountant
David McIntosh	Director of Utilities
Ed Stover	Water Department
Randy Frederick	Drainage
Shawn Frankenhauser	Drainage
Steve Seigfried	Field Superintendent
John McKune	Consultant
Rick Olsen	Globaltech
George Miller	Resident

The following is a summary of the minutes and actions taken during the April 20, 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 March 16, 2015 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the March 16, 2015 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 March 16, 2015 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Discussion with Broward County

Broward County representatives advised they will not be attending any District meeting. There was Board discussion regarding District Counsel sending a letter to the County Attorney and SFWMD regarding unpermitted structures within our District. District staff will write a letter to the County regarding permitting of their structures within the District.

SIXTH ORDER OF BUSINESS

Globaltech Contract Amendment

Mr. Mena MOVED to approve the contract amendment with Globaltech and Mr. Holland seconded it.

The Board reviewed the contract amendment. The contract will now renew automatically every year unless terminated by either party. All other provisions remain the same.

On VOICE vote with all in favor the contract amendment with Globaltech was approved.

FIFTH ORDER OF BUSINESS

Consideration of Encroachment Agreement – 1720 NW 127th Way

The Board reviewed the request for an encroachment agreement.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor an encroachment agreement with 1720 NW 127th Way was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #103 for WTP Modifications to Sand Strainer Drains in the Amount of \$25,652.43

Mr. Lyn reviewed Work Authorization #103.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Work Authorization #103 in the amount of \$25,652.43 was approved.

B. Work Authorization #104 for Design-Build Services Related to Finished Water Flow Meter and Line Repair at a Cost of \$84,174.59

Mr. Lyn reviewed Work Authorization #104.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor Work Authorization #104 in the amount of \$84,174.59 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Piggyback for Repairs to Lift Station #15

The Board reviewed a quote from Trio Development Corp. at a total cost of \$61,975.16 for repairs to Lift Station #15 as a piggyback off of a contract they have with Broward County.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor piggybacking off of a Broward County contract with Trio Development Corp. at a total cost of \$61,975.16 was approved.

NINTH ORDER OF BUSINESS

Consideration of Piggyback for Membrane Cleaning Chemicals

The Board reviewed a quote from Alkema Solutions, Inc. for a total cost of \$22,833 as a piggyback off of a contract with Palm Beach County.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor piggybacking off of a Palm Beach County contract with Alkema Solutions, Inc. at a total cost of \$22,833 was approved.

TENTH ORDER OF BUSINESS

Consideration of Control System Spare Parts

The Board reviewed a proposal from ADS Engineering for control system spare parts at a cost of \$28,697.32.

On MOTION by Mr. Mena seconded by Mr. Shank with all in favor the proposal from ADS Engineering for a total cost of \$28,697.32 was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Bid for High Service Pump Building roof Repair (Placeholder)

Mr. McIntosh reviewed the RFP for the high services building roof repair and indicated four bids were received. The lowest responsive bidder is NYC Construction Group, Inc. at a

total cost of \$44,199. Full Cover Roofing is the next lowest at \$44,881. He is still waiting for a references and requested the Board approve repairs at a cost not to exceed \$44,881.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor high service pump building roof repairs were approved at a cost not to exceed \$44,881 with the bid award pending on positive references.

TWELFTH ORDER OF BUSINESS

Discussion of Fiscal Year 2016 General Fund Budget

Ms. Holmes reviewed a draft of the proposed budget for Fiscal Year 2016.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• Well Maintenance Program

Mr. Cassel suggested the District wells be under a maintenance program where the contractor guarantees flow rates by inspecting and treating wells as necessary. This is better than waiting until the flow goes down severely and needs to be brought back up. Staff recommends piggybacking off of the City of Sunrise, contracting AMPS.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor piggybacking of the City of Sunrise and contracting AMPS for the well maintenance program was approved.

• Engagement Letter with Keefe McCullough & Associates

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the engagement letter with Keefe McCullough & Associates for the Fiscal Year 2015 audit was approved.

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.

- Well #9 needs to be rehabilitated.
- He is reviewing the draft report on well instrumentation and is making changes.
- The raw water main removal from the Coral Springs Drive Bridge is complete.
- Mr. Hanks is working on finalizing the permit criteria manual.
- Pump P403 is running.
- Mr. Olsen showed a video on the canal bank restoration project.

C. Department Reports

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

This item is for informational purposes only.

- **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**

There was discussion regarding hiring college students part-time to assist Mr. Seigfried with some projects. Mr. Shank suggested FAU and BCC be contacted.

- **David McIntosh**

Mr. McIntosh provided and reviewed results on pharmaceuticals found in the wastewater system. A copy of the results is attached here to and made a part of the public record.

- **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 did not have anything additional to report, but noted SWCD was just served

FOURTEENTH ORDER OF BUSINESS

Approval of Financial Statements for March 2015

There being no questions or comments,

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

FIFTEENTH ORDER OF BUSINESS

Supervisors' Request

The following was discussed:

- Mr. Mena inquired about the landowner proxies and the upcoming landowners' election.
- Mr. Shank discussed the following:
 - He reported on the meeting last week with the Eagle Trace Golf Club's representative. He will be attending the Eagle Trace HOA meeting tomorrow.
 - Mr. Shank's response to the editorial discussed at the last meeting was published.
 - There was discussion regarding landscaping empty spots at the CSID campus and the possibility of a community garden. Staff will look into options and bring them back to the Board.

SIXTEENTH ORDER OF BUSINESS


Adjournment

There being no further business,

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



 Kenneth Cassel
 Assistant Secretary



 Martin Shank
 President