

**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, December 19, 2016 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
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Rick Olson	District Engineer
Jan Zilmer	Human Resources
Kay Holmes	District Accountant
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Don Eckler	Eckler Engineering

*The following is a summary of the minutes and actions taken during the December 19, 2016 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 November 14, 2016 Meeting and November 28, 2016 Special Meeting**

Each Board member received a copy of the minutes of the November 14 and November 28, 2016 meetings and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the November 14, 2016 meeting and November 28, 2016 special meeting were approved
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Grass Carp Purchase Approval for Fiscal Year 2016-2017**

Mr. Frankenhauser stated this is a piggyback off the Broward County contract. The District purchased grass carp last year, piggybacking off of the same contract. The total cost is \$12,000 for the purchase of 3,000 grass carp.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the purchase of 3,000 grass carp at a total cost of \$12,000 from Florida Fish Farms, Inc. was approved.

**FIFTH ORDER OF BUSINESS**

**Award of Bid for Wastewater Pond Liner Replacement**

Mr. Martin stated two qualified bids were received. Comanco Environmental Corporation was the lowest bidder at \$116,825. Mr. Martin checked out the references, which were all positive.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the wastewater pond replacement bid was awarded to Comanco Environmental Corporation at a total cost of \$116,825.

**SIXTH ORDER OF BUSINESS**

**Adoption of City of Coral Springs Water and Sewer Construction Standards by References**

The following was discussed:

- The District currently does not have a set of standards.
- Mr. Cassel suggests adopting the City of Coral Springs' standards by reference for the interim.
- Mr. Eckler submitted a proposal to develop water and sewer standards for the District following the outline of the City of Coral Springs at a cost not to exceed \$25,000.
- Mr. Cassel also suggested engaging with Glen Hanks Consulting Engineers to develop a process.
- Mr. Lewis commented that paragraph 6 under the conditions notes a monthly finance charge will be applied to any payments past due.

- Dr. Shank requested *construction standards* be changed to *minimum construction standards*.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the proposal from Eckler Engineering to develop water and sewer standards following the outline of the City of Coral Springs' standards at a cost not to exceed \$25,000 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported he will be attending the Lake Coral Springs Association meeting in January. After the meeting there will be discussions regarding whether there will be an amendment to the current agreement.

**B. Engineer – Troy Lyn (Report Included)**

Mr. Olson reviewed the project status report, a copy of which is attached hereto and made a part of the public record.

- The Board directed staff to look into I&I and canal bank prioritization.
- Mr. Olson inspected the wall on the east side of the pool next to the District Offices. The wall is beginning to rotate. The slab in one of the offices is settling. It appears there is something happening with the pool. Removing the pool may result in necessary structural work.
- Dr. Shank requested Mr. Olson draft a work authorization to address the structural issues associated with the pool.

**C. Department Reports**

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

The above item is for informational purposes only.

- **Utilities Update (David McIntosh)**

There being no report, the next item followed.

- **Water – Joe Stephens (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 –Shawn Frankenhauser (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)**

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 a new employee will be starting. The holiday luncheon is scheduled for December 22, 2016. A name for the water drop mascot has not been chosen yet. The Board will email Mr. Cassel with their top three choices so they can be tallied.

- **Motion to Accept Department Reports**

Mr. Holland commended Mr. Daly and his staff for receiving a compliment from the District's insurance carrier.

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

**D. Attorney**

Mr. Lewis reported the following:

- The legislative session is beginning and he will be in Tallahassee a great deal between January and April of 2017.
- Nothing has been filed as of yet, which would negatively impact special districts.

**EIGHTH ORDER OF BUSINESS**

**Approval of Financial Statements for November 2016**

Ms. Holmes reviewed the financials.

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

**NINTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

- Dr. Shank wished everyone happy holidays.
- Mr. St. Cavish discussed having an incentive safety program, which rewards employees for going a certain length of time without accidents.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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



Kenneth Cassel  
Assistant Secretary



Martin Shank  
President