

**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, September 19, 2016 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
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
Joe Stephens	Water Department
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Supervisor
Rick Olson	Globaltech
David Schuman	Globaltech

The following is a summary of the minutes and actions taken during the September 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 August 15, 2016 Meeting

Each Board member received a copy of the minutes of the August 15, 2016 meeting and Mr. Shank requested any corrections, additions or deletions.

Changes were made, which will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the August 15, 2016 meeting were approved as amended.
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THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Water and Sewer Budget, Resolution 2016-10

- The public hearing was opened.
- There were no comments from the public.
- The Board reviewed the water and sewer budget for Fiscal Year 2017.

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

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2016-10, adopting the water and sewer budget for Fiscal Year 2017, was adopted.

FIFTH ORDER OF BUSINESS

Presentation on the Wastewater Treatment Plant Blower Study (Work Authorization #109) – David Schuman

Mr. Schuman provided the Board with a presentation on the wastewater plant blower study, a copy of which is attached hereto and made a part of the public record.

SIXTH ORDER OF BUSINESS

Consideration of Use Agreement with Metro Equipment Service, Inc. for Equipment Storage

Mr. Daly reviewed the monthly fee under the use agreement.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the use agreement with Metro Equipment Service, Inc. was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Consulting Services from Analitica Consulting Group, LLC

Discussion ensued regarding the benefits of the current consulting services being provided by Analitica Consulting Group, LLC.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the engagement letter with Analitica Consulting Group, LLC was approved.

EIGHTH ORDER OF BUSINESS

Consideration of FTC Proposal for GIS Training and Support Services, Piggybacking Off of the Town of Jupiter Island Contract

The Board reviewed the FTC proposal.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the proposal from FTC for a total cost not to exceed \$21,500 was approved.

NINTH ORDER OF BUSINESS

Consideration of Sodium Hypochlorite Purchase from Allied Universal Corporation, Piggybacking Off of City of Stuart Contract

The Board reviewed the bid to purchase Sodium Hypochlorite from Allied Universal Corporation, piggybacking off of the City of Stuart contract.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor piggybacking off the City of Stuart contract for the purchase of Sodium Hypochlorite from Allied Universal Corporation was approved.

TENTH ORDER OF BUSINESS

Award of Bid for Aquatic Weed Control Chemicals

Mr. Frankenhauser reviewed the bid tabulation for the purchase of aquatic weed control chemicals.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the aquatic weed control chemicals will be awarded as outlined in the bid tabulation.

ELEVENTH ORDER OF BUSINESS

Consideration of Agreement with Rostan for Debris Monitoring Services Piggybacking Off of the City of Coral Springs Contract

The Board reviewed the debris monitoring services agreement with Rostan.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the agreement with Rostan for debris monitoring services was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Truck Purchase for Drainage Department Piggybacking Off of State of Florida Contract

The Board reviewed the truck purchase for a total cost of \$28,689.20. The truck will have decals applied to it.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the purchase of a truck piggybacking off of the State of Florida contract was approved a cost of \$28,689.20.

THIRTEENTH ORDER OF BUSINESS

Discussion and Consideration of Dock Policy (Separate Cover)

The following was discussed:

- Mr. Shank questioned how many existing docks prevent maintenance by staff. Mr. Frankenhauser responded none.
- Mr. St. Cavish commented on the sentence, “Any new docks and any structures that will obstruct CSID staff from maintaining CSID waterways and related facilities are prohibited.” He questioned whether it indicates a structure that does not obstruct is permitted. Mr. Capko explained it states that any new docs as well as any structures, which are not docks but still obstruct, are not permitted.
- This item was tabled for discussion at the October meeting.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Meeting Schedule for Fiscal Year 2017 (Table Item)**

Mr. Shank stated there is no reason to hold the October meeting on the fourth Monday.

The October meeting date can be October 17, 2016.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the meeting schedule for Fiscal Year 2017 was approved as amended.

Mr. Cassel reported the bond closing occurred.

B. Engineer – Troy Lyn (Report Included)

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

C. Department Reports

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

The above item is for informational purposes only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported remediation of the diesel spill is ongoing. Removal of the soil barrier and vapor extraction system will begin tomorrow. The remainder of the contaminated soil will be removed by the end of next week.

- **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. Mr. Stephens also reported there was an issue with the cleaning pump for the degasifiers. They are working with Mr. Lyn and the contractor who inspected the pump. A warranty claim has been submitted.

- **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. Mr. Frankenhauser also reported there was over 15 inches of rainfall last month and almost 6 inches of rainfall for September so far. This resulted in over 300 hours of pumping in August and 70 hours for September. Current levels are good.

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

A copy of the report was included in the agenda package and a handout showing water break density was distributed at the meeting.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported flu shots will be provided October 3, 2016.

- **Motion to Accept Department Reports**

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

Mr. St. Cavish requested a water loss report. Mr. McIntosh indicated he is working on water loss information and can provide a report to the Board.

D. Attorney

Mr. Capko reported he is trying to set an appointment with the Governor's office to see if they have changed their position and there is a possibility to pursue legislation this upcoming season.

FIFTEENTH ORDER OF BUSINESS

Approval of Financial Statements for August 2016

Ms. Holmes reviewed the financials.

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

SIXTEENTH ORDER OF BUSINESS

Supervisors' Request


There being none, the next item followed.

SEVENTEENTH 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