

**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 17, 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
William Capko	District Counsel
Dan Daly	Director of Operations
Rick Olson	District Engineer
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department

*The following is a summary of the minutes and actions taken during the October 17, 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 September 19, 2016 Meeting**

Each Board member received a copy of the minutes of the September 19, 2016 meeting 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 September 19, 2016 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Tabled Items**

**A. Discussion and Consideration of Dock Policy**

Mr. Capko distributed an updated version of the dock policy. The Board reviewed and discussed the revised policy.

- The fourth sentence of the first paragraph will be changed to read *According to CSID staff, in some cases, the docks/structures may adversely impact CSID in the maintenance of its facilities so that proper flood protection is provided to CSID residents and their property.*
- Discussion ensued regarding the attorney fees to research and draft the policy. Mr. Capko will review the services for which the District was allocated fees.

On MOTION by Mr. St. Cavish seconded by Mr. Holland, with Mr. St. Cavish and Mr. Holland voting aye and Dr. Shank voting nay, the dock policy was adopted as amended.

**FIFTH ORDER OF BUSINESS**

**Discussion and Action Regarding Agreement with Lake Coral Springs and Extra Services Provided**

Mr. Cassel stated the cost for the District to do an extra treatment is \$5,283. He proposed the Board authorize him to negotiate an amendment to the current maintenance agreement for cost recovery in the case they want an extra treatment. If a third party provides the extra treatment, they will have to coordinate timing of the treatment with the District's treatments.

Discussion ensued and Mr. Cassel was directed to negotiate an amendment to the current maintenance agreement for the extra fee of \$5,283 and to include a clause for yearly percentage increases for cost and labor.

**SIXTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #120 for WWTP Operating Permit Renewal for a Total Cost of \$28,630**

The Board reviewed Work Authorization #120 for the WWTP operating permit renewal.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #120 at a total cost of \$28,630 was approved.

**B. Work Authorization #121 for Sodium Hypochlorite Tank Replacement for a Total Cost of \$59,325**

The Board reviewed Work Authorization #121 for sodium hypochlorite tank replacement.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #121 at a total cost of \$59,325 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Discussion of Interlocal Agreement and Pricing for Water Interconnect with City of Coral Springs**

Mr. Cassel stated the water pricing for the Interlocal Agreement with the City of Coral Springs has a lower rate. Staff is proposing to do an amendment to the agreement, modifying the section referencing the rate structure to reflect the current rate structure.

**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.

**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 the following:

- The notice to proceed was given to Globaltech for the Margate Interconnect project.
- The last soil samples with regard to the diesel spill show everything is within specifications. A report is being prepared for Broward County and this item should be closed out soon.
- A handout for the Water Loss Project was distributed to the Board, and is attached hereto and made a part of the public record.

- **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. Mr. Frankenhauser also reported there were eight inches of rain this month, less than two inches were related to Hurricane Matthew.

- **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 the following:

- The surveys went out.
- They are working on naming the District’s water drop mascot.
- Two employees passed the technician exams.
- There was a meeting last Thursday, October 13, 2016 with Mr. Flores to discuss Six Sigma. They will meet again to begin designing courses. It will begin January of 2017 for most staff.

- **Motion to Accept Department Reports**

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

Mr. Capko addressed a concern raised regarding an amendment to the bond refunding resolution provided for an increase in the District’s debt service coverage ratio covenant from 1.1 times to 1.25 times. He clarified that is not the case as some of the verbiage can be confusing. The debt service coverage ratio for the bonds was not increased.

Dr. Shank stated if the District wants another bond issue, it will go up to 1.25. Discussion ensued regarding information Dr. Shank feels should have been brought to the Board’s attention.

**EIGHTH ORDER OF BUSINESS**

**Approval of Financial Statements for  
September 2016**

Ms. Holmes reviewed the financials.

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

**NINTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

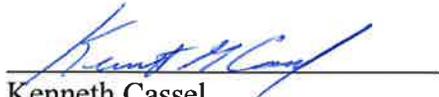
- Mr. St. Cavish requested the pool at the front entrance to the District Offices be replaced with something more natural looking.
- Dr. Shank would like to go out for an RFQ for legal services. Discussion ensued and majority of the Board was in consensus to go out for an RFQ.

**TENTH 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