

**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, February 27, 2017 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Rick Olson	District Engineer
Kay Holmes	District Accountant
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Glen Hanks	Glen Hanks Consulting Engineers
David Harris	Harris Engineering
Seth Behn	Lewis, Longman & Walker

The following is a summary of the minutes and actions taken during the February 27, 2017 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 January 23, 2017 Meeting

Each Board member received a copy of the minutes of the January 23, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

One change was made and 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 January 23, 2017 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Permits

A. Our Lady of Health Church

This project was initially approved in January of 2015; however, a permit was never issued because the surety bond was not submitted by the applicant. The applicant is now requesting an extension to the approval of this permit and has submitted the \$2,500 surety bond. Mr. Hanks reviewed supporting materials to this request provided by the applicant and recommends approval subject to special conditions.

- They will need a waiver from District policy pertaining to the canal bank slope and surface storage.
- They will also need to enter into a Hold Harmless Agreement with the District.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor a waiver was approved for Our Lady of Health Church as outlined in the consulting engineer’s letter dated February 27, 2017.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor a permit extension was approved subject to special conditions outlined in the consulting engineer’s letter dated February 17, 2017

B. Coral Springs Animal Hospital

Mr. Hanks reviewed the plans submitted to modify the existing permit for the Coral Springs Animal Hospital. Mr. Harris, the engineer on the project, also addressed the Board regarding the special conditions.

Mr. Daly noted the Coral Springs Animal Hospital is not current on payments for utility services.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor modification to the existing permit for Coral Springs Animal Hospital was approved contingent upon payment of past due invoices.

FIFTH ORDER OF BUSINESS

Consideration of Lift Stations Repairs by Trio Piggybacking Off of Broward County

Mr. Dwiggins reviewed the quote from Trio Development Corporation to repair lift stations 6, 33, 34 and 35 for a total cost of \$497,392.21 piggybacking off the contract with Broward County.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor repairs of lift stations 6, 33, 34 and 35 by Trio Development Corporation at a total cost of \$497,392.21 was approved.

SIXTH ORDER OF BUSINESS

Award of Vertical Motor Spares Bid

Mr. Stephens reviewed the bids for vertical motor spares and recommended awarding the bid to AB Electric Motors & Pumps at a total cost of \$53,019.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the bid for vertical motor spares was awarded to AB Electric Motors & Pumps at a total cost of \$53,019.

SEVENTH ORDER OF BUSINESS

Award of Culvert Inspection Bid

Mr. Frankenhauser reviewed the bids for culvert inspection and recommended awarding the bid to Fish Tech, Inc. for a total cost of \$19,500. This contract will be locked in at this price for five years.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the culvert inspection bid was awarded to Fish Tech, Inc. for a total cost of \$19,500.

EIGHTH ORDER OF BUSINESS

Award of Water Loss Reduction Bid

Mr. Dwiggins reviewed the bids for the water loss reduction program and water service replacement project to AP Engineering, Inc. for a total cost of \$738,000.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the water loss reduction bid was awarded to AP Engineering, Inc. for a total cost of \$738,000.

NINTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #122 for CSID Administration Building Assessment for a Total Cost of \$24,000

Mr. Olson reviewed the work associated with Work Authorization #122.

Mr. Lewis reviewed the draft contracts associated with this work authorization and suggested using a more detailed indemnification statement. He also recommends including language that in the case of a dispute, the venue be in Broward County.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #122 for a total cost of \$24,000 was approved.

B. Work Authorization #123 for Canal Bank Assessment and Stabilization Design at Sites 6 through 12 for a Total Cost of \$216,016

Mr. Olson reviewed the work associated with Work Authorization #123.

Board discussion ensued.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #123 was tabled.

TENTH ORDER OF BUSINESS

Discussion and Consideration of Law Firms – Tabled Item

Mr. Cassel reported the committee’s recommendation is to continue with Lewis, Longman & Walker, PA as general counsel and utilize the other firms as special counsel when needed.

On MOTION by Mr. Holland seconded Mr. St. Cavish with all in favor Lewis, Longman & Walker, PA was retained as District Counsel.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• Motion to Dispose of Surplus Equipment

The bar screen that was replaced in the wastewater plant needs to be declared surplus in order to sell it.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the old bar screen was declared surplus.

- **Discussion and Possible Action Regarding Assessment Methodology**

Mr. Cassel reported only one bid was submitted. He received an email on Friday afternoon from the Broward County Property Appraiser indicating any changes to the methodology or rate structure needs to be submitted by May 1, 2017 to provide them with enough time to reprogram their system. There are two options to consider: rebidding, which may not provide enough time to submit changes to the County, or engage with the one bidder, Real Estate Econometrics, Inc.

There was Board consensus to review the bids submitted from the re-bid at the March 20, 2017 meeting.

B. Engineer – Rick Olson (Report Included)

Mr. Olson reviewed the project status report, a copy of which is attached hereto and made a part of the public record. He discussed ongoing issues with Well #4. The motor was replaced, but the well failed again on February 23, 2017. The well was officially out of warranty as of December, 2016. The pump and motor will be replaced March 3, 2017. Florida Atlantic will provide a new motor and take the pump for repair. In the meantime an inventory pump will be installed. Staff has requested Globaltech be present when the work is done.

C. Department Reports

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

The above item is for informational purposes only. Mr. Daly reported the newsletter will be going out. Severn Trent Services is providing a 45.4% reduction from the cost of issuance on the bond refinancing.

- **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. He is working on the consumer confidence report. Mr. McIntosh and Mr. Stephens will be meeting with Globaltech to discuss the fluoride grant. He has been working the sand strainer manufacturer. They are willing to manufacture and provide the District with three elements with a special coating, which is expected to prevent Sulphur from sticking to them. There is no cost to the District.

- **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**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Lewis reported the following:

- Mr. Behn will be covering for him as District Counsel while he is in Tallahassee for the legislative season.
- The Florida House Public Integrity and Ethics Committee is proposing a committee bill that will affect special districts. Under this bill every member of a special district governing board will have to take four hours of ethics training annually. This would become effective January 1, 2018.
- Senate Bill 1158 has a provision which preempts to the regulation of matters related to commerce, trade and labor to the State.
- There is a newsletter available on the FASD website with updated information on the current legislative season.

TWELFTH ORDER OF BUSINESS

**Approval of Financial Statements for
January 2017**

Ms. Holmes reviewed the financials. Staff has contacted FL Class as well as SBA to enquire about interest rates.

On MOTION Mr. St. Cavish seconded by Dr. Shank with all in favor the financials for January 2017 were approved.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Request

Dr. Shank discussed a landowner email list to send the newsletter as well as any other important information electronically.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President