

**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, March 20, 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
Seth Behn	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Rick Olson	District Engineer
Kay Holmes	District Accountant
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department

The following is a summary of the minutes and actions taken during the March 20, 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 February 27, 2017 Meeting

Each Board member received a copy of the minutes of the February 27, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none, the next item followed.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the February 27, 2017 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Mr. Michael Weiss – Dock Structure at 596 NW 111th Way

A notification letter will be sent to the resident requesting removal of the structure.

FIFTH ORDER OF BUSINESS

Consideration of Xerox Lease Agreement for Administration Building Copy Machine Piggybacking Off the State Bid

Mr. Daly reviewed the 36 month lease agreement with Xerox.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the lease agreement with Xerox was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement Renewal with Air America for Preventative Maintenance

Mr. Daly reviewed the maintenance agreement renewal with Air America for a yearly cost of \$2,025.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the agreement renewal with Air America was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Assessment Methodology Bids (Placeholder)

Discussion ensued regarding the two bids submitted: Real Estate Econometrics, Inc. and Stantec.

- Real Estate Econometrics, Inc.
 - Combined proposal for General Fund O&M assessment methodology report and Enterprise Fund assessment methodology report at a total cost of \$60,000.
 - Proposal for General Fund O&M assessment methodology report at a total cost of \$27,500.
 - Proposal for Enterprise Fund assessment methodology report at a total cost of \$37,500.
- Stantec
 - Combined proposal for General Fund O&M assessment methodology report and Enterprise Fund assessment methodology report at a total cost of \$39,418.

- Proposal for General Fund O&M assessment methodology report at a total cost of \$26,838.
- Proposal for Enterprise Fund assessment methodology report at a total cost of \$25,720.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the assessment methodology bid for the combined proposal was awarded to Stantec at a total cost of \$39,418.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported there is a meeting with the City Attorney and the Mayor on March 21, 2017 to discuss the dispute resolution process related to the cell towers. Dr. Shank and Mr. John Herin of Gray Robinson will also be in attendance.

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.

C. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

The above item is for informational purposes only. Mr. Daly discussed some public relations ideas such as sponsoring car wash fundraisers by providing water. Dr. Shank suggested a confirmation email be sent to residents who pay their utility bill online.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported he is still working with MWH regarding the phosphate study. He does not have an update as of yet.

- **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. Work on the acid injection points upgrades will commence March 23, 2017. Prep work was done today. The Consumer Confidence Report was submitted to the Health Department.

- **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 Dwiggins (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 the annual picnic will be held in April.

- **Motion to Accept Department Reports**

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

D. Attorney

There being no report, the next item followed.

NINTH ORDER OF BUSINESS

Approval of Financial Statements for February 2017

Ms. Holmes reviewed the financials.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the financials for February 2017 were approved.

TENTH ORDER OF BUSINESS

Supervisors' Request

The following was discussed:

- Mr. Holland congratulated Mr. Dwiggins for recognition he received from a resident.
- Dr. Shank presented a stained glass of the CSID logo on behalf of the Board.

ELEVENTH 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