

**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 26, 2018 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
Seth Behn	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Marta Rubio	Accounting
Rick Olson	District Engineer
Pedro Vasquez	Maintenance Manager
Joe Stephens	Water Department
Shawn Frankenhauser	Drainage Department
Dave Schuman	Globaltech
Jeffrey Bergmann	WGI
Erick Van Malssen	Stantec
Robert Wilson	Resident

*The following is a summary of the minutes and actions taken during the February 26, 2018 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 22, 2018 Meeting**

Each Board member received a copy of the minutes of the November 20, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

One change was made and will be reflected in the amended copy of the minutes.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the January 22, 2018 meeting were approved as amended.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Dr. Shank read a statement into the record, a copy of which is attached hereto and made a part of the public record.

Mr. Cassel noted the agenda has to be amended to add *Presentation of Plant D* under the sixth order of business.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the agenda was amended to include *Presentation of Plant D* under the sixth order of business.

• **Consideration of Fence Encroachment for 232 NW 118<sup>th</sup> Drive**

The Board reviewed the proposed fence installation as submitted, extending six feet from the property line.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor an encroachment agreement for fence installation at 232 NW 118<sup>th</sup> Drive was approved with the plans as submitted.

• **Preservation of Canal Banks Discussion – 128 NW 110<sup>th</sup> Way**

Mr. Wilson addressed the Board regarding canal bank erosion behind his property.

Dr. Shank explained the Board started addressing bank erosion, addressing 7 out of 12 sites identified based on conditions. Due to Hurricane Irma the District currently has a \$2.4 Million outlay to address debris in the canals. They hope to get 75% back from FEMA. An assessment study is currently being performed to address an increase in funds for the District in order to address issues such as canal bank restoration. Also, the remaining five sites are being inspected to classify which need to be addressed first.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for January 2018**

The Board reviewed the financial statements.

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

**FIFTH ORDER OF BUSINESS**

**Assessment Study by Stantec**

Mr. Erick Van Malssen provided the Board with a presentation on the General Fund Assessment Study and requirements associated with imposing the assessment, a copy of which is attached hereto and made a part of the public record.

A workshop was scheduled for Tuesday, March 6, 2018 at 10:30 a.m. to further discuss and review the assessment study.

**SIXTH ORDER OF BUSINESS**

**Presentations by Globaltech**

**A. Sites 6-12 Canal Bank Assessment (Tabled Item)**

Mr. Olson provided the Board with a presentation on the canal bank assessment study for Sites 6 through 12, excluding Site 9 which was already addressed. A copy of the study is attached hereto and made a part of the public record.

- Site 6 was categorized as Priority #4.
- Site 7 was categorized as Priority #6.
- Site 8 was categorized as Priority #3
- Site 10 was categorized as Priority #2.
- Site 11 was categorized as Priority #5
- Site 12 was categorized as Priority #1.

Ms. Rubio distributed and reviewed a summary of monies expended over the past four years as well as funds available in the general fund for the canal bank restoration project.

The Board authorized the District Engineer to develop a work authorization for Site #12.

**B. Presentation of Plant D**

Mr. Jeffrey Bergmann provided the Board with a presentation of Plant D, a copy of which is attached hereto and made a part of the public record. The Board requested proposals for two options to repair Plant D.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorization #134 for Well #9 Development for a Total Cost of \$66,418**

Mr. Stephens reviewed Work Authorization #134 for Well #9 Development for a total cost of \$66,418.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #134 was approved.

Mr. Olson reviewed a revised version of Amendment #1 to Work Authorization #126, which was approved at the January 22, 2018 meeting. There was an arithmetic error and the actual final contract amount is \$59,480.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor revised Amendment #1 to Work Authorization #126 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-6,  
Formally Adopting Florida Plumbing  
Code**

This resolution formally adopts the Florida Plumbing Code, which the District uses to calculate equivalent residential connection values for all water and sewer services to commercial properties.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-6, formally adopting the Florida Plumbing Code, was adopted.

**NINTH ORDER OF BUSINESS**

**Consideration of Billing Agreement with  
RK Centers Coral Palm Plaza, LLC**

Mr. Daly reviewed the billing agreement with RK Centers Coral Palm Plaza, LLC. This will ensure the accurate amount will be charged for each business.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the billing agreement with RK Centers Coral Palm Plaza, LLC was approved and the President was authorized to execute the final agreement.

**TENTH ORDER OF BUSINESS**

**Consideration of Amendment to Phillips  
and Jordan Contract**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the amendment to the Phillips and Jordan contract was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Correction to Final Amount of Amendment #1 to Work Authorization 126 (\$59,480)** - This item was previously addressed in the meeting.

Mr. Cassel reported he has a meeting tomorrow with the City's Building Department to go over communication with regard to permits.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his 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**

This item is for informational purposes only.

Discussion ensued regarding a resident requesting an additional pool refill credit. There was Board consensus to stand by the District's existing policy.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the following:

- He had a meeting with the debris monitoring company today and he requested a better estimate of when the project will be complete. He is concerned at the length of time it is taking.
- He will also meet with Phillips and Jordan next week to discuss how to expedite the project.
- He met with DEP regarding Well #9. They discussed redirecting the concentrate from the water plant into the effluent to increase capacity.

- **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. There was brief discussion regarding tree removal from the canals.

- **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.

- **Maintenance Report (Pedro Vasquez)**

Mr. Vasquez provided the Board with a brief maintenance report.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **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**

Mr. Seth Behn distributed Mr. Lewis’ Legislative Report and reported there has been no movement on the local bill.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

There being no requests, the next item followed.


**THIRTEENTH 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