

**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, June 18, 2018 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

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Marta Rubio	Accounting
Rick Olson	District Engineer
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Superintendent
Pedro Vasquez	Maintenance Manager
Sheryl Engelman	Resident
Michael Engelman	Resident

The following is a summary of the minutes and actions taken during the June 18, 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 May 21, 2018 Meeting

Each Board member received a copy of the minutes of the May 21, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the minutes of the May 21, 2018 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

The floor was opened to audience comments.

- Ms. Sheryl Engelman inquired about the Marjorie Stoneman Douglas Park dedication. Dr. Shank responded the Board and District staff has a meeting tentatively scheduled the first week of July with the West Glen HOA.
- Dr. Shank discussed the FASD Conference.
 - He spoke with Mr. Kevin Hart, the District Director of the South Broward Drainage District. They self-monitored FEMA. He provided his contact information and offered to go over what they did.
 - Flexamat is a new product for erosion control.
 - He mentioned setting a period to run for office and setting a policy for the District.
 - There was discussion regarding gun policy for the District.
- There was discussion regarding the PowerPoint Presentation for the July 23, 2018 public hearing meeting.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for May 2018

The Board reviewed the financial statements.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the financials for May 2018 were approved.

FIFTH ORDER OF BUSINESS

Consideration of Quote for Preparation of GASB 75 Disclosures for a Total Cost of \$6,300

This is a requirement by the State. It used to be done every two years, but now it is required yearly.

Dr. Shank noted that before he can sign it the entity name on the engagement letter needs to reflect CSID and not the City.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the District Manager was authorized to execute the engagement letter with the Florida League of Cities for preparation of GASB 75 disclosures once it is revised with the correct entity name.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2018-12,
Approving Paver Incentive Program**

This resolution is to adopt a paver incentive program for residents who replace their impervious driveway to a pervious type of driveway.

There was Board consensus to include language that only one incentive per property will be granted.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor Resolution 2018-12, approving the Paver Incentive Program, that will provide an incentive payment of \$250 per property that switches driveway to a pervious area, was adopted.

SEVENTH ORDER OF BUSINESS

**Consideration of Agreement Renewal
with Air America for Preventative
Maintenance**

Mr. McIntosh stated this is a yearly air conditioning maintenance contract that is up for renewal. The contractor has been providing good services for several years.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the Air America renewal agreement for maintenance services was approved.

EIGHTH ORDER OF BUSINESS

**Request from Globaltech to Revise Labor
Rates**

The Board reviewed the revised labor rates from Globaltech,

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the revised labor rates from Globaltech were approved.

NINTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Work Authorization #140 for Design Build Services Related to Deep Injection Well Dual Zone Monitor Well #4 Construction at a Total Cost of \$2,052,418**

Mr. Olson reviewed the work associated with Work Authorization #140.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor Work Authorization #140 was approved for a total cost of \$2,052,418.

- B. Work Authorization #144 for Deep Injection Wells Mechanical Integrity Test for a Total Cost of \$139,774**

Mr. Olson reviewed the work associated with Work Authorization #144.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor Work Authorization #144 was approved at a total cost of \$139,774.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported additional paperwork was received for the Fluoride Grant Program, which needs to be executed by the President. These are the independent capacity of contractor assertion and that the district complies with HIPPA laws. It has been reviewed by District Counsel and staff.

Mr. Cassel also provided an update on the cell tower issues with the City. Special Counsel is filing a motion to compel discovery responses next week.

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. Mr. Daly discussed repair work District staff does on damages caused by third party contractors. Bills are submitted to these contractors, but remain unpaid. There was Board consensus to use a collection agency for these unpaid invoices.

Mr. Daly discussed a berm located on the border of CSID property and who is responsible for maintaining it. Mr. Cassel and staff will do some further research on the berm to see if they can determine responsibility.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the FEMA project is almost complete and provided an update on the final work being done. He recognized Mr. Joe Stephens on his accomplishment of winning the Southeast Desalting Association’s Outstanding Operator Award.

- **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.

- **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 (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 Aflac will be on site next Wednesday. July is open enrollment for insurance. Florida Blue has come in with an overall 18% increase. He will be attending a HIPPA class on Thursday. The quarterly barbeque will be next Friday.

- **Motion to Accept Department Reports**

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the Department Reports were approved.

D. Attorney

There was discussion regarding setting a policy for qualifications to run for Landowners' Elections. Mr. Lewis will prepare a policy for the Board's consideration at a future meeting.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Holland congratulated the leadership team on doing an excellent job.

Dr. Shank thanked everyone.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President