

**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, May 21, 2018 at 4:01 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
Marta Rubio	Accounting
Rick Olson	District Engineer
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Superintendent
Eric Van Malssen	Stantec (Via Telephone)
Several Residents	

The following is a summary of the minutes and actions taken during the May 21, 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 April 26, 2018 Meeting

Each Board member received a copy of the minutes of the April 26, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

One correction was made, which will be included 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 April 26, 2018 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

Dr. Shank gave a brief statement about the District’s passive park. He stated the nature of the park will not be changed. The only change is a small memorial and additional park benches.

The floor was opened to audience comments.

- Mr. Doug Hardin expressed concern about people coming into the neighborhood and the location of the memorial. He also stated there is no parking for visitors to the park and questioned how the park will be funded.
- Several residents questioned why the HOA was not informed. Dr. Shank stated the Board was not aware there was an HOA.
- Several residents expressed their opposition to the memorial at the passive park.
- Ms. Mekhal Kramer expressed concern over increased traffic and safety issues with children playing in the neighborhood.
- Ms. Mindy Schwartz stated the HOA had to post a sign a couple of years ago on NW 121st Terrace near the canal because of people trespassing on private property to fish. Because the neighborhood has easy access to the Sawgrass Expressway, there have been several cars broken into. She feels the memorial will attract unwanted nuisance.
- Ms. Sheryl Engelman stated there are three homes that face the passive park. She does not want a view of a memorial that looks like a cemetery. Parking will also be an issue. She also fears this will lead to burglaries.
- Ms. Melissa Goett agreed with the other residents’ concerns. She noted there is already an issue with traffic and cars speeding in the neighborhood. She suggested using the funds to donate a work of art to a City Park in memory of the victims.
- A resident suggested the Board meet with the HOA Board to discuss this issue. The Board agreed to discuss this further with representatives from the HOA.

NINTH ORDER OF BUSINESS

Consideration of Work Authorization #143 for Site 12 Canal Bank Stabilization

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the ninth order of business was moved up in the meeting agenda.

Mr. Olson reviewed work associated with Work Authorization #143 for a total cost of \$346,315.

Mr. Robert Wilson asked what the timetable will be for the work.

Mr. Olson responded the contractor will be ready to mobilize by the end of August to the beginning of September. Additional data needs to be gathered to complete the project design. Also, it is not recommended to have large barges in the canals during hurricane season.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #143 was approved at an amount not to exceed \$346,315.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for April 2018

The Board reviewed the financial statements.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the financials for April 2018 were approved.

FIFTH ORDER OF BUSINESS

Distribution of the Proposed General Fund Budget for Fiscal Year 2019 and Consideration of Resolution 2018-10, Approving the Budget and Setting a Public Hearing

The following was discussed:

- There was discussion regarding the amount of funds in reserves and how much needs to be raised through assessments.
- Dr. Shank requested an estimate of hardening of the infrastructure for the general fund to prevent major damage from a hurricane. He also requested pictures of the storm drains, the amount of funds spent over the last four years for canals, debris removal, and infrastructure as well as before and after pictures. He wants all of this included in the PowerPoint Presentation for the public hearing.
- Mr. Cassel reviewed the Board's options for Resolution 2018-10. One schedules both the assessment public hearing and the general fund public hearing on July 23, 2018. The other option is to hold the public hearing for assessments on July 23, 2018 and the general fund public hearing on August 20, 2018. The second option allows for what is adopted during the assessment public hearing to be reflected in the budget presented at the general fund public hearing.
- There was Board consensus to do the second option.

- Dr. Shank asked if the numbers are going to change significantly if the District uses \$3.2 Million instead of \$3 Million.
- Mr. Van Malssen responded at \$3 Million the rate per ERU is \$279.01. If you increase it to \$3.2 the rate goes up approximately \$3.
- The Board discussed whether they should do three or four years of assessments and agreed to do three years.
- Dr. Shank requested a simple description from Stantec for the public hearing of what an ERU is, how it is derived and how the average impervious and pervious ratio was determined.
- Mr. St. Cavish noted a scrivener's error on both resolutions.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-10, setting a public hearing to consider adopting a non ad valorem assessment for the District general fund on July 23, 2018 at 4:00 p.m. at the Courtyard by Marriot located at 620 N. University Drive, was adopted with corrections to the scrivener's error.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-11, approving the tentative general fund budget for Fiscal Year 2019 and setting the public hearing for August 20, 2018, was adopted with corrections to the scrivener's error.

SIXTH ORDER OF BUSINESS

Consideration of Engagement Letter with Keefe McCullough to Perform the Fiscal Year 2018 Financial Audit

The Board reviewed the engagement letter.

On MOTION by Mr. Holland seconded by St. Cavish with all in favor the engagement letter with Keefe McCullough to perform the Fiscal Year 2018 financial audit was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Award of Contract D 2018-02 for Two Sprayers for Drainage Department (Placeholder)

This item was tabled.

EIGHTH ORDER OF BUSINESS

Consideration of Analytical Services from Florida Spectrum Environmental Services, Inc. Extending the Terms of the Collier County Contract to CSID for Two Years

Mr. McIntosh reviewed the extension to the contract with Florida Spectrum Environmental Services, Inc. under the Collier County piggyback. The current contract expires this month.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the extension to the Florida Spectrum Environmental Services, Inc. contract for analytical services was approved.

TENTH ORDER OF BUSINESS

Ratification of Permit Approval for CVS at 11375 West Atlantic Boulevard

Mr. Cassel explained that Mr. Hanks did review this. The project is for interior work only and does not affect the District. They have a valid five year stormwater permit for the standalone building. A letter of no objection was issued.

On MOTION by Mr. Holland seconded by Mr. St. Cavish the letter of no objection for the CVS at 11375 West Atlantic Boulevard was approved.

ELEVENTH ORDER OF BUSINESS

Discussion of Assessment Mailing

Dr. Shank stated he has been working with Mr. Lewis on the notice letter. He would like for the letter to be sent on behalf of the Board of Supervisors.

Mr. St. Cavish questioned the order of the last two sentences under section one. He suggested it be reworded. He also suggested adding a sentence under section two stating the District needs to prepare for the possible outlay of funds projected if it is hit by a category three hurricane.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel stated he will have the notices published for the public hearings with the proper locations.

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 stated the work orders went up in March and April because of the lack of rain and more properties being irrigated. He also reported the District is \$81,000 over in the water and sewer budget due to the new program that just started a few months ago, and \$64,000 higher in the delinquency program. The budget numbers will be adjusted for the Fiscal Year 2019 budget.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the debris removal is 98% complete. He is working to find out what proper permits are required by the County with regard to debris disposal.

Dr. Shank related a message from Mr. Lewis that he spoke with Ms. Sherry Whitacre at the City of Coral Springs about a zoning letter for the County's debris disposal permit. Ms. Whitacre will find out how the City handled the issue on their site. He will likely hear back from Ms. Whitacre next week.

Mr. McIntosh is looking into having a permanent site, which would be permitted to use for vegetative debris for five years.

- **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 there is an interview for a possible new trainee for wastewater plant. There is another new employee starting on Wednesday.

• **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. Behn stated they will be following up to make sure the zoning issue is correct and will also coordinate to get the notification out for the public hearing.

Mr. Daly stated he is working with Mr. Lewis on a response to the Broward County School Board’s claims on how the District should bill them.

Dr. Shank addressed extending invitations to Representative Kristin Jacobs and Senator Lauren Book for an onsite visit.

THIRTEENTH ORDER OF BUSINESS

Supervisors’ Requests

There was brief discussion on how to proceed with meeting with the West Glen HOA.

FOURTEENTH 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