

**MINUTES OF MEETING  
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, February 25, 2019 and called to order at 4:02 p.m. at the District Office, located at 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Pedro Vasquez	Maintenance Department
Mark Nealon	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department

***The following is a summary of the discussions and actions taken at the February 25, 2019 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 28, 2019 Meeting**

Each Board member received a copy of the January 28, 2019 meeting minutes, and Dr. Shank requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the January 28, 2019 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next order of business followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for January 2019**

The Board reviewed the Financial Statements for January 2019.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Financial Statements for January 2019 were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. Amendment #1 to Work Authorization #144 for Deep Injection Wells Mechanical Integrity Testing for a Decrease of \$16,337.32**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #144 was approved.

- B. Amendment #1 to Work Authorization #148 for Canal Bank Restoration at Three FEMA Sites for a Decrease of \$8,329.20**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #148 was approved.

- C. Amendment #1 to Work Authorization #156 for Production Well 8 Redevelopment**

Amendment #1 to Work Authorization #156 is for a total increase of \$17,615.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #156 was approved.

- D. Work Authorization #160 for Monitor Well #3 Pump Replacement**

This work authorization is for a total cost of \$14,120.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #160 was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Purchase of John Deere Equipment for the Wastewater Department Piggybacking Off of the State of Florida Contract for \$8,099.29**

Mr. Nealon reviewed the quote and indicated the old one will be repaired and used by the Maintenance Department.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the purchase of a John Deere utility vehicle at a total cost of \$8,099.29 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel provided a brief update on litigation with the City. They are checking on the statute of limitations as their defense.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his monthly 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.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported on an agreement with SWCD regarding use of the District’s site for debris management. He also discussed repair of Tank C.

- **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 – Mark Nealon (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.

- **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 two new employees were hired for the Water and Wastewater Departments. Staff is also meeting every Thursday to discuss succession.

- **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:

- He reviewed a proposed contract between the District and Johnson Controls.
- Ramblewood Elementary is pushing back on payment for a permit review they need. There is a provision in Chapter 1013, Florida Statutes, which exempts them from most permits unless they agree to pay for them.
- He discussed legislation being proposed by Commissioner Dan Daley, which will likely not pass. Commissioner Daley is willing to discuss with the District. Discussion ensued regarding a referendum for residents to vote on how There was consensus to meet with the City's lobbyist and the President of NSID.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**


There being none, the next order of business followed.

**NINTH 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 adjourned.

  
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Kenneth Cassel  
Secretary

  
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Martin Shank  
President