

**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 23, 2015 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 (Via Telephone)
Theodore Mena	Vice President
Duane Holland	Secretary

Also present were:

Kenneth Cassel	District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Kay Holmes	District Accountant
Troy Lyn	District Engineer
David McIntosh	Director of Utilities
Ed Stover	Water Department
Tim Martin	Wastewater Department
Randy Frederick	Drainage
Steve Seigfried	Field Superintendent
John McKune	Consultant
Glen Hanks	Glen Hanks Consulting Engineers, Inc.
Marc Grace	Keefe McCullough

*The following is a summary of the minutes and actions taken during the February 23, 2015 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 26, 2015 Meeting**

Mr. Mena stated each Board member received a copy of the minutes of the January 26, 2015 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the minutes of the January 26, 2015 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement for 9793 NW 5<sup>th</sup> Court**

Mr. Cassel reported the property owner would like to install concrete slab around the house. There is nothing in the District’s utility easement; therefore, installation of the concrete slab will not adversely impact the District.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor an encroachment agreement for 9793 NW 5<sup>th</sup> Court was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Surface Water Permit for Repairs at the Corner of Atlantic Boulevard and Riverside Drive**

This is a housekeeping item for the project at Atlantic Boulevard and Riverside Drive.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor a surface water permit to Broward County for the project at Atlantic Boulevard and Riverside Drive was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported a final settlement agreement with CH2M Hill was sent to them for their signature. Mr. Jeffcoat did not execute it because there is a clause he does not agree with.

**B. Engineer – Troy Lyn (Report Included)**

Mr. Lyn 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**

This item is for informational purposes only.

➤ **Second Annual Open House – April 11, 2015**

The Board discussed possibly changing the date of the Open House to the end of April.

- **Water – Ed Stover (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

Mr. Shank asked about the quill. Mr. Jones stated they are working with Globaltech for pricing on alternative quill that may last longer.

- **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 – Randy Frederick (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Field – Stephen Seigfried (Department Report and Water Break Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

Mr. McIntosh distributed a preliminary analysis of water plant operational costs showing comparisons from the lime softening process to the nano filtration process.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

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

**D. Attorney**

There being no report, the next item followed.

**TENTH ORDER OF BUSINESS**

**Approval of Financial Statements for December 2014**

Ms. Holmes reviewed the financials. Mr. Holland asked about employee pay increases. He was told it will be discussed during budget preparations.

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

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Request**

There not being any, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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



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Kenneth Cassel  
Assistant Secretary



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Martin Shank  
President