

**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, September 21, 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
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Andrew Bauman	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Ed Stover	Water Department
Randy Frederick	Drainage
Shawn Frankenhauser	Drainage
John McKune	Consultant

*The following is a summary of the minutes and actions taken during the September 21, 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 August 17, 2015 Meeting**

Mr. Shank stated each Board member received a copy of the minutes of the August 17, 2015 meeting and requested any corrections, additions or deletions.

One change was made on Page nine, which will be reflected in the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the August 17, 2015 meeting were approved as amended.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Analytical Laboratory Services from Florida Spectrum Environmental Services, Inc., Piggybacking off of a Collier County Contract**

This is for laboratory analysis of water samples.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of GIS Contract with Florida Technical Consultants Piggybacking Off of a Cooper City Contract**

Mr. Daly reviewed the GIS contract with Florida Technical Consultants and explained staff will be trained on the system.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the GIS contract with Florida Technical Consultants was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of LMK Contract Piggybacking Off of North Miami Beach**

Mr. Daly reviewed two proposals from LMK for lining of mainlines and laterals: one piggybacking off of North Miami Beach and the other piggybacking off of Plantation. The total cost for both proposals is \$1,290,717. This is included in the budget and will be paid under *renewal and replacement*.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the LMK contract was approved at an amount not to exceed \$1.3 Million.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Aquatic Chemical Bids**

Mr. Frederick reviewed the bid tabulation for aquatic chemical bids.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the chemical bids were awarded, as recommended by staff, to the lowest bidders indicated on the bid tabulation sheet.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Water and Sewer Budget – Resolution 2015-11**

The public hearing was opened. There being no comments from the public,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing was closed.

The Board reviewed the proposed water and sewer budget and the following was discussed:

- *Capital Outlay* under *Field Operations* was increased due to the lining project and rehabilitation of one of the lift stations.
- *Contract Utility Billing Services* under revenue is decreasing because the District is no longer providing services to NSID.
- *Capital Outlay* under *Plant Operations* was increased due to possible engineering and attorney costs relating to a potential Interlocal Agreement with Margate as well as other projects. It is a specific project budget line; therefore, the amounts will vary yearly.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2015-11, adopting the water and sewer budget for Fiscal Year 2016, was adopted.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported the following:

- The settlement with CH2M Hill is being finalized and they will be sending a check to the District in the approximate amount of \$506,000. The District will send CH2M Hill a check in the amount of \$149,000.
- The Coral Springs Fire Chief contacted Mr. Cassel. The City is looking to relocate a fire station to Lakeview Park and is requesting modifications to the

terms and conditions related to the deed for Lakeview Park. Mr. Cassel sent a letter to Mr. Dönmez stating the District is willing to work with the City, but needs the City's cooperation on several items: FROG ordinance, payment of utility bills in the mall, facilities and water fountains at Three Mountains Park and a copy of the GIS mapping for fire hydrants within the District. Mr. Dönmez has not responded, but the Fire Chief provided the GIS mapping of the fire hydrants.

➤ There was Board consensus to wait for a response from Mr. Dönmez.

- **Consideration of Resolution 2015-12, Adopting a Records Retention Policy**

This is a housekeeping item. There was discussion regarding adopting the State GS1-SL schedule versus keeping all records permanently.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2015-12, adopting the GS1-SL retention schedule as the record retention policy, was adopted.

**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.

Mr. Daly reported the following:

- The City received a letter complementing CSID staff.
- There was discussion regarding the high quote to install plants for the butterfly garden.
- Staff have provided positive feedback on the Board of Supervisors and their acknowledgement/appreciation of staff's work.
- Mr. Holland noted the Utility Billing Work Orders indicate a 30% improvement over the last two years.

- **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.

- **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 – Curt Dwiggs (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 the following:

- Tomorrow is the last day of the fiscal year for payroll.
- Self-evaluations are going well and providing good feedback.

- **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**

- **Consideration of Resolution 2015-13, Providing for the Provision of Certain Insurance Benefits to Board Members and their Spouses**

Mr. Bauman reported the following:

- He reviewed Resolution 2015-13 providing health insurance benefits for Supervisors and their spouses.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2015-13, providing for the provision health insurance benefits, was adopted.

- A letter was sent to an attorney representing the property owner of Ramblewood Plaza regarding a water pipe.

- A letter was sent out to the City of Coral Springs pursuant to the court ruling regarding the fire special assessment tax.
- In review of the 10% water tax by the City, Mr. Bauman found that Chapter 166.231 allows any municipality to levy a tax on the purchase of water service. The tax cannot exceed 10% of the payments received. The statute applies whether the City is providing the water service or not.
- He confirmed aviaries are not an approved use on the property with regard to beekeeping. It would require a zoning change or a special acceptance use.
- He revised Resolution 2015-10 to include a section indicating the District will adopt a verification and enforcement policy. The enforcement policy is attached as an exhibit.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2015-10, prohibiting unauthorized disposal of fats, oils and greases, was adopted.

**TENTH ORDER OF BUSINESS**

**Approval of Financial Statements for August 2015**

There being no questions or comments,

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

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

- Mr. Shank thanked Mr. Daly for organizing the picnic.
- Mr. Shank requested a workshop to discuss succession planning. There was consensus to have a workshop on October 14, 2015 at 2:00 p.m.
- Mr. St. Cavish commended Mr. Cassel on working to get money back from CH2M Hill.

**TWELFTH 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.

  
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Kenneth Cassel  
Assistant Secretary

  
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Martin Shank  
President