

**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, August 15, 2016 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 (Via Telephone)
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Rick Olson	Globaltech

The following is a summary of the minutes and actions taken during the August 15, 2016 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 July 18, 2016 Meeting

Each Board member received a copy of the minutes of the July 18, 2016 meeting and Mr. Holland requested any corrections, additions or deletions.

One correction was made and will be incorporated into the final copy of the minutes.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the July 18, 2016 meeting were approved as amended.
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THIRD ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

FOURTH ORDER OF BUSINESS

Consideration of Ford F250 Truck Purchase Piggybacking Off of the Florida Sheriff's Association

Mr. McIntosh stated the price of the truck is \$28,788 and will be for the Field Department. The current truck is very old and has over 100,000 miles.

Mr. St. Cavish questioned why they need cruise control. Mr. Cassel indicated it may be standard; however, it is itemized on the proposal. They can look into whether the cruise control option can be removed.

On MOTION by Mr. Shank seconded by Mr. St. Cavish with all in favor piggybacking off of the Florida Sheriff's Association bid and purchasing a truck at a total cost of \$28,788 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Membrane Cleaning Chemical C-234 Piggybacking Off of Palm Beach County

Mr. Stephens reviewed the purchase of membrane cleaning chemical C-234, piggybacking off of Palm Beach County. This contract is good through December of 2016. The County will then go out for bids again. The total cost is \$23,800.

On MOTION by Mr. Shank seconded by Mr. St. Cavish with all in favor the purchase of membrane cleaning chemical C-234 from American Water Chemicals, Inc., piggybacking off of the Palm Beach County contract, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Purchase of Chlorine Pumps Piggybacking Off of Hillsborough County

Mr. Martin reviewed the piggyback to purchase hypochlorite pumps to replace the current system at the wastewater plant, which is problematic and requires a lot of maintenance. The total cost is \$7,677.

Mr. Shank asked if the cost includes engineering. Mr. McIntosh responded the work will be done in-house and will not require engineering.

On MOTION by Mr. St. Cavish seconded by Mr. Shank with all in favor the purchase of hypochlorite pumps from Carl Eric Johnson, Inc. at a cost of \$7,677, piggybacking off of Hillsborough County, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Work Authorization #118 for Margate Interconnect at a Total Cost of \$480,456**
i. Motion to Authorize the President to Execute Interlocal Agreement with the City of Margate Subject to Final Legal Review

The following was discussed:

- Mr. Lyn stated the City of Margate is favorable to entering into an Interlocal Agreement with the District.
- Mr. McIntosh stated the Interlocal Agreement will go before the City of Margate's Commission at their August 24, 2016 meeting.
- The total cost of the project is \$480,456 and the City of Margate will pay approximately \$220,000 of that amount.

On MOTION by Mr. Shank seconded by Mr. St. Cavish with all in favor Work Authorization #118 was approved and the President was authorized to execute the Interlocal Agreement with the City of Margate subject to final legal review.

- B. Work Authorization #119 for high Service Pump #5 Building Concrete Slab Repair for a Total Cost of \$6,945**

Mr. Stephens and Mr. Lyn reviewed the work associated with Work Authorization #119.

On MOTION by Mr. St. Cavish seconded by Mr. Shank with all in favor Work Authorization #119 at a total cost of \$6,945 was approved.

- C. Amendment #1 to Work Authorization #116 for Canal Bank Site #9 for a Decrease of \$23,264.37**

There being no questions or comments,

On MOTION by Mr. St. Cavish seconded by Mr. Shank with all in favor Amendment #1 to Work Authorization #116 at a total decrease of \$23,264.37 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• **Meeting Schedule for Fiscal Year 2017**

There was brief discussion regarding the November date on the proposed meeting schedule. This item was tabled until the September meeting.

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.

Mr. Olson provided the Board with a presentation of aerial photographs of the canal bank restoration project at Sites 1A and 9.

C. Department Reports

• **Operations – Dan Daly**

➤ **Utility Billing Work Orders**

The above item is for informational purposes only. Mr. Daly also reported the following:

- A letter was sent out to residents within the District having an irrigation meter directly connected to their irrigation system, notifying the City Ordinance requires them to have a pressure vacuum breaker backflow device. The City Ordinance further requires them to get a calibrator every year certified by a licensed plumber.
- A \$1,400 check was received by the District’s workers’ compensation carrier for keeping losses down and managing any workers’ compensation issues.

• **Utilities Update (David McIntosh)**

Mr. McIntosh reported the following:

- He continues to work with FPL on ways to reduce the use of electricity at the water plant. There are potential savings of \$38,000 a year at the water plant by changing the way it is operated. Changes have already been made in the operation of the wastewater plant.
- Remediation of the diesel spill is ongoing. The final samples were taken. One section is exceeding the limits. An area of five feet by ten feet will be excavated down by two feet and will be replaced with clean soil.

• **Field – Curt Dwiggin (Report Included)**

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

- **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.

- **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.

NINTH ORDER OF BUSINESS

Approval of Financial Statements for July 2016

Ms. Holmes reviewed the financial statements.

On MOTION Mr. St. Cavish seconded by Mr. Shank with all in favor the financials were approved.
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EIGHTH ORDER OF BUSINESS

Staff Reports (Continued)

C. Department Reports (Continued)

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported three employees from the Field Department achieved greater licenses. Two new employees will begin on August 17, 2016. All evaluations are due August 24, 2016 for first review.

- **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.

- **Motion to Accept Department Reports**

No action was taken.

D. Attorney

Mr. Capko requested direction from the Board regarding the dock policy. The following was discussed:

- If existing docks are grandfathered in, encroachment removal agreements are recommended and docks should be required to be kept in good condition.
- If new docks are permitted, a formal permit approval process is recommended along with encroachment removal agreements.

- In the event the policy does not allow for new docks and one is built, filing a notice of violation requiring removal of the dock within a certain period is recommended. If it is not removed, the District removes it and assesses the owner double the cost incurred by the District.
- Mr. Holland agreed with grandfathering in existing docks based on the conditions outlined, but not allowing new docks. Mr. St. Cavish agreed.
- A public hearing will be required to adopt the dock policy.
- It was suggested that staff assess how many docks are causing issues.
- Mr. Shank feels new docks should be allowed with a permit process to be approved on a case-by-case basis.
- District Counsel was directed to draft a policy.

TENTH ORDER OF BUSINESS

Supervisors' Request

Mr. Shank thanked the Department Managers for finding bids to piggyback off of.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President