

**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, January 23, 2017 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
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel (Via Telephone)
Dan Daly	Director of Operations
Rick Olson	District Engineer
Jan Zilmer	Human Resources
Kay Holmes	District Accountant
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Marc Grace	Keefe, McCullough and Associates
Sandra Demarco	Severn Trent Services

The following is a summary of the minutes and actions taken during the January 23, 2017 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 December 19, 2016 Meeting

Each Board member received a copy of the minutes of the December 19, 2016 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the minutes of the December 19, 2016 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Acceptance of the Financial Audit for Fiscal Year Ending September 30, 2016

Mr. Grace provided an overview and answered questions regarding the financial audit for Fiscal Year 2016.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the financial audit for Fiscal Year 2016 was accepted.

FIFTH ORDER OF BUSINESS

Consideration of LMK Proposal for Video Survey of Lift Station #2

Mr. Dwiggins reviewed the proposal from LMK for \$42,640, piggybacking off the City of North Miami Beach.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the proposal from LMK in the amount of \$42,640 was approved.

SIXTH ORDER OF BUSINESS

Resolution 2017-3 Declaring Intent to Initiate Conflict Resolution Procedures with the City of Coral Springs

The following was discussed:

- Dr. Shank explained staff has attempted to contact the City through the City Attorney to discuss the use of cell towers within the parks, but received no response.
- Adoption of this resolution will begin the conflict resolution process as prescribed in Chapter 164, Florida Statutes.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor Resolution 2017-3, declaring intent to initiate conflict resolution procedures with the City of Coral Springs, was adopted.

SEVENTH ORDER OF BUSINESS

Resolution 2017-4 Recognizing Policy Regarding Trees in Rights-of-Way Set by Motion on June 27, 2006

A motion was made at a meeting held June 27, 2006 setting a policy regarding trees within District rights-of-way. This resolution formalizes the motion.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor Resolution 2017-4, recognizing policy regarding trees in District rights-of-way, was adopted.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel discussed the following:

- He requested authorization to go out for RFPs for assessment methodology services.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the District Manager was authorized to go out for RFPs for assessment methodology services.

- The group of staff directed to meet and review RFPs for District Counsel services recommends the District remain with Lewis, Longman & Walker and engage special counsel for special cases. This item will be addressed at the February meeting.
- He will be attending the Lake Coral Springs Association meeting.

B. Engineer – Troy Lyn (Report Included)

Mr. Olson reviewed the project status report, a copy of which is attached hereto and made a part of the public record.

- The MOT was received from Broward County today for the Tamarac Interconnect project. The pre-construction meeting will be January 27, 2017.
- Decoupling of the pump in the pump column of Well #4 was detected. There was a failure in the installation of the coupling and it will be repaired by the contractor under warranty.
- Cleaning pump for the gasifier system needs to be replaced. The contractor does not want to replace it with the same pump under warranty because it is defective. They will be replacing it with a different type of pump. Globaltech will cover the difference in costs.

C. Department Reports

- **Operations – Dan Daly**
 - **Utility Billing Work Orders**

The above item is for informational purposes only. He reported the utility billing services provided to Lake Powell will end in February. An accountant to replace Ms. Holmes after she retires was hired.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the following:

- Remediation of the diesel spill and emergency generator is complete. All reports have been satisfactorily submitted to the County.
- He is working on the phosphate reduction process.

- **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. Mr. Stephens reported aerial photos of the lime plant demolition are scheduled for February 25, 2017.

- **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.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported two employees had to be terminated because they did not obtain their licenses in distribution. Mr. Frankenhauser will have a safety meeting on Thursday, January 26, 2017. The managers will meet after to come up with safety recognition ideas.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Lewis reported on the legislative season.

- There are three bills dealing with public records requests, which are supported by FASD. Senate Bill 80 would require someone complaining to provide written notice of the public records being requested at least five days before they go to circuit court. The bill also changes the provision awarding attorney fees from mandatory to a discretionary decision by the judge. House Bill 163 and Senate Bill 246 provide that a court assess reasonable attorney fees if found the agency refuses to permit a public record be inspected or copied.
- A local government ethics bill filed last year has been filed again this year as a committee bill. This bill would require all cities, counties, school districts and independent districts with an annual ad valorem revenue greater than \$5 Million to create a system for registering lobbyists.
- Lewis, Longman and Walker is holding a quarterly meeting in Fort Myers. The Board is invited to attend.

NINTH ORDER OF BUSINESS

Approval of Financial Statements for December 2016

There being no questions or comments,

On MOTION Mr. St. Cavish seconded by Dr. Shank with all in favor the financials were approved.

TENTH ORDER OF BUSINESS

Supervisors' Request


There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS


Adjournment

There being no further business,

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



 Kenneth Cassel
 Assistant Secretary



 Martin Shank
 President