

**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, November 20, 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
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Marta Rubio	Accounting
Rick Olson	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Afzal Hosein	Drainage Department
James Maguire	SWCD
Joe Morera	SWCD
Vita Quinn	Stantec
Peter Napoli	Stantec
John Reinhart	LMK
Mark Gulyas	LMK

The following is a summary of the minutes and actions taken during the November 20, 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 October 16, 2017 Meeting

Each Board member received a copy of the minutes of the October 16, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

One change was made and 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 October 16, 2017 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for October 2017

Ms. Rubio reviewed the financial statements.

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

FIFTH ORDER OF BUSINESS

Budget Amendments

A. Resolution 2018-1, Amending the General Fund Budget

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-1, amending the general fund budget, was adopted.

B. Resolution 2018-2, Amending the Water and Sewer Budget

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-2, amending the water and sewer fund budget, was adopted.

SIXTH ORDER OF BUSINESS

Presentation of West Outfall Canal Construction Project – James Maguire

Mr. Maguire provided a PowerPoint presentation on Sunshine Water Control District’s West Outfall Construction Project. A copy of the presentation is attached hereto and made part of the public record. SWCD is requesting leniency from CSID for the residents affected as they will need to water their lawns from November of 2018 to May of 2019.

Mr. Daly indicated the Board will discuss this separately.

Mr. Morera addressed the Board and stated there may be pushback from affected residents.

SEVENTH ORDER OF BUSINESS

Presentation on General Fund Methodology (Placeholder)

Ms. Quinn met with Mr. Daly and Mr. Cassel today to review the preliminary results. She provided the Board with a presentation, a copy of which is attached hereto and made a part of the public record.

Discussion ensued and there was consensus to go with EBU if the data is obtained. If not, the tier approach will be used.

TENTH ORDER OF BUSINESS

LMK Pipe Renewal and Consideration of Contract to Repair Lift Station #2

Mr. Gulyas provided the Board with a presentation on the lift station project, a copy of which is attached hereto and made part of the public record.

The Board reviewed proposals #1 and #2.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Proposals #1 and #2 from LMK to repair lift station #2 for a total cost of \$931,215.60 was approved.

EIGHTH ORDER OF BUSINESS

Review and Discussion of Dock Policy (Tabled Item)

Mr. Lewis distributed and reviewed the revised Dock Policy, which incorporates previously discussed changes. A copy of the revised Dock Policy draft is attached hereto and made a part of the public record.

- Mr. St. Cavish stated the policy does not include the actions the District will take if someone does not apply for an encroachment agreement. Mr. Lewis noted the District can go to Circuit Court and sue the property owner, seeking injunctive relief.
- Mr. Lewis will insert verbiage regarding injunctive relief.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Dock Policy was approved with the additional language regarding injunctive relief.

NINTH ORDER OF BUSINESS

Discussion on Delinquency Fees and Policy

The Board discussed delinquency fees and there was consensus to apply a \$25 delinquency fee per month for any accounts past due at the time of the next billing cycle. A public hearing to formally adopt the fee will be advertised for the December 18, 2017 meeting.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposal from Florida Technical Consultants to Provide GIS Asset Management Training and Support Services in the Amount of \$24,550

Mr. Dwiggins reviewed the proposal from FTC, which piggybacks off of a contract with the Town of Jupiter Island.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the proposal from Florida Technical Consultants was approved at a total cost of \$24,550.

TWELFTH ORDER OF BUSINESS

Resolution 2018-3, Approving Swimming Pool Fill or Refill Policy for Commercial and Multifamily Properties

Mr. Daly reviewed the pool fill/refill credit policy for commercial and multifamily properties as indicated on Resolution 2018-3.

- The credit will be calculated based on the size/gallons needed to fill the pool.
- It will be a sewer credit calculated at the first pricing tier rate provided the pool is filled from a meter that is levied both water and sewer rates.
- The credit is available once a year, measured from the date an initial credit is granted.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-3, approving swimming pool fill or refill policy for commercial and multifamily properties, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Change Order #1 to Lift Station 33 Contract with Trio for a Total Decrease of \$20,251.11

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Change Order #1 to Lift Station 33 contract with Trio was approved for a total decrease of \$20,251.11.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported the following:

- They are working on closing out the permit for Fire Station #95. There are a few special conditions they need to meet: installing a gate in the back fence and installing a fence in the front. The gate may not be necessary; however, the fence preventing public access is necessary.
- Our Lady of Health is working on an easement issue. They have been notified removal of the tree, which fell into the canal area, is their responsibility.

B. Engineer – Rick Olson

Mr. Olson 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**

The above item is for informational purposes only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh stated they are still working with FEMA on the disaster debris removal from the canals. A formal exploratory call will take place tomorrow morning. A site visit will be set after this discussion to examine the destruction. If everything is approved, funds will be available within two months.

As part of the forms they sent, they ask about the potential for mitigation. Quotes are being obtained to remove all trees from rights-of-ways as part of mitigation.

- **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 also reported he reviewed the terms of the contract for the State Fluoride Grant with Ms. Rubio and Mr. McIntosh. He sent questions on the contract to the State today.

- **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 – Afzal Hosein (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 he received a total of 38 surveys. Currently he can only see comments online. Ratings are not available yet on the questions.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Lewis discussed costs associated with legislation work. Lewis, Longman, Walker is offering a fee agreement changing the legislative service fee from hourly billing to a flat monthly fee of \$6,500. There was no objection from the Board.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Requests

Dr. Shank wished everyone a Happy Thanksgiving.

SIXTEENTH ORDER OF BUSINESS


Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President