

**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, April 17, 2017 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
Seth Behn	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Rick Olson	District Engineer
Troy Lynn	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Jaime Barreto	Consulting Engineer
Michael Weiss	Resident

*The following is a summary of the minutes and actions taken during the April 17, 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 March 20, 2017 Meeting**

Each Board member received a copy of the minutes of the March 20, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

Corrections were made and will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the March 20, 2017 meeting were approved as amended.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Michael Weiss addressed the Board regarding the dock on his property.

- He is handicapped and built the dock so he is able to access his boat.
- He noted there is a tree impeding access to the canal, regardless of whether his dock is there or not.
- He requested a variance to be able to keep his dock or modify it so he can access his boat.
- Dr. Shank explained the District policy was adopted due to the fact the canals are drainageways and not waterways. Any docks built prior to October 2016 have been grandfathered in. If Mr. Weiss can provide proof that the dock was installed prior to October 2016, the Board can discuss grandfathering in the dock.

**FOURTH ORDER OF BUSINESS**

**Consideration of Project No. 2017-08  
Water Plant Spare Blower**

Mr. Stephens reviewed the quote from Verantis for a total cost of \$22,169.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Project #2017-08 for a Water Plant Spare Blower was approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Project No. 2017-09  
Total Suspended Solids Meter Project**

Mr. Martin reviewed Project No. 2017-09, which piggybacks off of a Broward County contract with Hach. Mr. McIntosh reviewed the benefits of the project. Total estimated cost of the project is \$122,000.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Project No. 2017-09, TTS Meter Project, piggybacking off the Broward County contract was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Work Authorization #125 Related to the Membrane Train Concentrate Valve Replacements at a Total Cost of \$76,873**

Mr. Lynn reviewed the work associated with Work Authorization #125.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #125 for a total cost of \$76,873 was approved.

**SEVENTH ORDER OF BUSINESS**

**Cash Management Presentation**

The Board discussed cash management options based on the presentation provided by Ms. Marta Rubio. There was Board consensus to initiate the process with Centerstate Bank.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported Mr. John Herin will request a waiver of conflict of interest due to the fact another attorney at his firm represents the City of Coral Springs.

Discussion ensued regarding the press release being drafted by the District.

**B. Engineer – Rick Olson (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 only thing left to do on the lime plant demolition is to paint the flap gate. The project will be completed at the end of this month.
- All the work associated with the Tamarac interconnect pipeline is complete. The final inspection by Broward County Highway Construction Engineering Division was done last week. A few issues are being addressed.
- Mr. Lynn provided an update on the cleaning pump. He requested the Board consider approval of the remainder of the allowance, which is \$4,252. There was no objection from the Board.

**C. Department Reports**

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

The above item is for informational purposes only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported all the departments have been doing a great job of getting their projects going and getting approved for the year. Globaltech will be providing a presentation at an upcoming staff meeting regarding results of a study done on the electrical system for the deep well and their suggestions for upgrades.

- **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. He also reported that he submitted a final draft of the Consumer Confidence Report to the Health Department this afternoon. Staff selected one of two options provided by AMPS to retrieve the motor on Well #4.

- **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. He also reported the canal levels have dropped another foot since the report was written.

- **Field – Curt Dwiggins (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record. He also reported Trio Development Corporation will be shutting down 5<sup>th</sup> Street tomorrow night to accommodate the repair of Lift Station #9.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported is coordinating for tetanus inoculations. The company picnic is scheduled this Saturday, April 22, 2017.

- **Motion to Accept Department Reports**

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

Mr. Behr provided an update on legislative bills including: public records reform, modifications to ethics requirements, efforts to create universal lobbyist registration, fiscal responsibility, pollution reporting, and requirements for special districts to post minutes within 30 days.

**NINTH ORDER OF BUSINESS**

**Approval of Financial Statements for March 2017**

Mr. Daly reviewed the financials.

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

**TENTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

- Mr. Holland complemented and thanked staff for their work.
- Dr. Shank congratulated staff on their good work. He is pleased on how the District is handling everything and putting the customers first.

**ELEVENTH 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.

  
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 Kenneth Cassel  
 Assistant Secretary

  
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 Martin Shank  
 President