

**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, June 19, 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 (Via Telephone)

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
Rick Olson	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Glen Hanks	Glen Hanks Consulting Engineers
Jaime Barreto	Consulting Engineer
John Herin	Gray Robinson
Allen Levine	Becker & Poliakoff
Adam Schacter	Gelber, Schacter & Greenberg

The following is a summary of the minutes and actions taken during the June 19, 2017 CSID Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order and called the roll.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the revised agenda was approved.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the May 15, 2017 Meeting

Each Board member received a copy of the minutes of the May 15, 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 Dr. Shank with all in favor the minutes of the May 15, 2017 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Harbor Inn Waiver and Stormwater Management Application

Mr. Hanks discussed the following:

- As part of the improvements the Australian Pines on site were removed. They will now excavate along the existing native cypress trees, creating a dry pretreatment area, improving water quality and increasing the amount of storage for the 10 and 100 year storm events.
- They will be providing more than the baseline storage requirements for the 10 year storm events.
- They are increasing the available storage of the hundred year storm by 1.5 Acre Feet.
- To move forward a variance is needed for the following:
 - Allow some existing trees to encroach into the District right-of-way.
 - Not require the applicant to regrade the bank.
 - Allow applicant to temporarily provide 7.5 Acre Feet of storage where 15.41 Acre Feet is required.
 - Temporarily allow 4.25 Acres of the site to circumvent dry pretreatment.
 - Temporarily allow .33 Acre Feet of dry pretreatment where .69 Acre Feet is required.
 - Allow trees originally planted within the development site. Owner accepts responsibility for maintaining the trees within the canal banks.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the variance for Harbor Inn was granted as recommended by Mr. Hanks.

On MOTION by Mr. Holland seconded by Dr. Shank the permit was approved as recommended by Mr. Hanks.

FIFTH ORDER OF BUSINESS

Approval of the Financial Statements for May 2017

Mr. St. Cavish asked about the unfavorable balance for toilet rebate under the water and sewer fund. Mr. Daly responded it has to do with the prorated amount. It will balance out.

Mr. St. Cavish asked about the unfavorable amount of \$41,834 for repair and maintenance under the water and sewer fund. Mr. Daly and Mr. Cassel explained it is also prorated.

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

SIXTH ORDER OF BUSINESS

Consideration of Disaster Debris Removal Services RFP 2017-11

Mr. Cassel reviewed the proposals for disaster debris removal services. Three firms attended the pre-bid meeting, but only Phillips & Jordan and Arbor Tree and Land submitted proposals. After the Committee reviewed and ranked the proposals, Philips & Jordan was ranked first. The recommendation is to authorize the District Manager to execute a prime contract with Philips & Jordan and a secondary contract with Arbor Tree and Land as a backup.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor entering into a contract with Philips & Jordan for disaster debris removal services was approved.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor Arbor Tree and Land was approved as a backup contract for disaster debris removal services.

SEVENTH ORDER OF BUSINESS

Special Counsel Interviews and Selection

Mr. Cassel explained Gray Robinson can no longer represent the District due to a potential conflict of interest. He reached out to several firms. Representatives of two firms are in attendance at the meeting: Mr. Adam Schachter of Gelber Schachter & Greenberg and Mr.

Allen Levine of Becker & Poliakoff. Once a firm is selected a shade meeting needs to be held to discuss pending litigation.

Mr. Herin provided an update on the lawsuit with the City of Coral Springs. The lawsuit has been filed and was served on the Mayor. A notice of appearance was received and the City has engaged outside counsel to represent them. They will likely ask for an extension of time to file a response to the complaint.

Mr. Adam Schachter of Gelber Schachter & Greenberg addressed the Board and provided an overview of his firm's qualifications. He also addressed questions from the Board.

Mr. Allen Levine of Becker & Poliakoff addressed the Board and provided an overview of his firm's qualifications. He addressed questions from the Board and discussed how he would handle the case.

Discussion ensued regarding the law firms. There was Board consensus to engage Becker & Poliakoff for special counsel services and hold a shade meeting on July 11, 2017 during the workshop.

EIGHTH ORDER OF BUSINESS

Discussion of Dock Policy

Dr. Shank wanted to revisit the Dock Policy and discuss whether the Board wanted to consider amending it to allow for waivers under special circumstances of hardship.

Mr. St. Cavish feels this will open the door to various appeals and questions as to why some are granted and some are not.

Mr. Holland stated the Board has a basis to grant a waiver because it would have the condition that if necessary, it can be removed.

Discussion ensued and the decision was made to revisit discussing and possibly amending the dock policy. This will be added as a discussion item on the next meeting agenda and a draft of a rewritten policy will be brought up at the August meeting.

NINTH ORDER OF BUSINESS

Report from Supervisors on FASD Meeting

The following was discussed:

- Dr. Shank asked if Microsoft Office Suite is needed in the District Offices. Mr. Daly responded individual licenses are purchased depending on the need. Power BI was mentioned.

- Dr. Shank discussed memorializing the knowledge from managers and department heads for continuity purposes. Everything should be put into GSI.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

The following was discussed:

- A shade meeting will be advertised to be held during the July 11, 2017 workshop. Attendees of the shade meeting will include representatives of Becker & Poliakoff's firm, Mr. Herin, Mr. Lewis, the Board and Mr. Cassel. A court reporter will have to transcribe the meeting.
- He will notify both law firms of the Board's decision for special counsel and will have an engagement letter executed with Becker & Poliakoff.
- He attended FASD.

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 Tamarac Interconnect project has been basically complete for three months. The sole remaining item is to comply with Broward County Highway Construction Engineering Division. They are still addressing sod issues to closeout the project.
- The tests that have been scheduled for the Administration Building structural assessments have been rained out three times. They need a solid half of a day to dig the pit and have the structural engineer look at it.

The record will reflect Mr. St. Cavish left the meeting.

C. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

The above item is for informational purposes only. Mr. Daly also reported CSID is no longer billing Lake Powell Residential Golf CDD. The newsletter was mailed out.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported all four departments performed very well during the recent storm event. There was some flooding from the sewers. There was a water break on Atlantic

Boulevard near the Home Depot late at night. The road was resurfaced immediately. Customer Service had to deal with many calls.

- **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.

- **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 open enrollment for health insurance will begin soon. A representative of AFLAC will be here Wednesday, June 21, 2017. There will be a barbeque on June 30, 2017 to recognize all the hard work during the recent rain event.

- **Motion to Accept Department Reports**

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the department reports were accepted.
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D. Attorney

Mr. Lewis reported the legislation season is over. No bills passed that would adversely impact special districts. Florida Open the Books has been sending public records requests for personnel information. SB 80, which recently passed requires requestors to make public records requests to the custodian of public records; otherwise, they are not entitled to attorney fees. If a judge views that the public records request was made for less than honorable purposes, the judge has authority to award attorney fee recovery to the special district or local government.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests and Comments

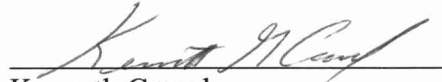
Dr. Shank thanked everyone for their hard work.

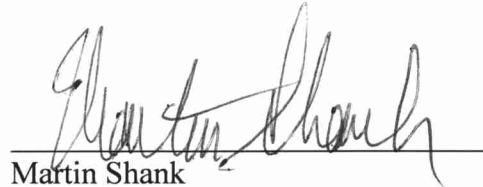
TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the meeting adjourned.


Kenneth Cassel
Assistant Secretary


Martin Shank
President