

**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, July 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Rick Olson	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Jaime Barreto	Consulting Engineer
Richard Yudin	Resident

*The following is a summary of the minutes and actions taken during the July 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 June 19, 2017 Meeting**

Each Board member received a copy of the minutes of the June 19, 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 June 19, 2017 meeting were approved as amended.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Indemnity and Hold Harmless Agreement with the City of Coral Springs for Fire Station 95**

This agreement was required as one of the permit conditions for Fire Station 95. The size of the building will not allow for the four to one slope as required by the District. This agreement indemnifies the District and holds it harmless in the event of any issues arising from the slope.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Indemnity and Hold Harmless Agreement with the City of Coral Springs for Fire Station 95 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement with the City of Coral Springs for Cooperative Use of the City’s Facilities for Storm Debris Disposal**

Mr. Cassel stated the agreement has been reviewed and finalized by both the City Attorney and District Counsel.

Mr. St. Cavish noted misspellings on pages two, three and four.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Interlocal Agreement with the City of Coral Springs for cooperative use of the City’s facilities for storm debris disposal was approved with spelling corrections.

**SIXTH ORDER OF BUSINESS**

**Approval of Financial Statements for June 2017**

There being no questions or comments,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the financials for June 2017 were approved.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Adopt the General Fund Budget for Fiscal Year 2018**

Dr. Shank opened the public hearing. There being no public comments,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing was closed.

**A. Resolution 2017-6, Adopting the General Fund Budget**

The Board reviewed the proposed general fund budget for Fiscal Year 2018.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2017-6, adopting the general fund budget for Fiscal Year 2018, was adopted.

**B. Resolution 2017-7, Levying Non Ad Valorem Assessments**

The Board reviewed Resolution 2017-7.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2017-7, levying non ad valorem assessments, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Distribution of the Proposed Water and Sewer Budget and Consideration of Resolution 2017-8, Approving the Budget and Setting the Public Hearing**

Dr. Shank stated approximately \$6 Million were allocated for the deep injection well.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2017-8, approving the water and sewer budget for Fiscal Year 2018 and setting the public hearing for September 18, 2017 at 4:00 p.m. at the District Offices, was adopted.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-9, Authorizing Investment Options with Florida Class, Florida Fit and/or Florida Prime**

Dr. Shank explained these companies are approved by the State of Florida for investment of District funds. Each offers over 1% interest.

Mr. Cassel explained most banking institutions require proof of formal action by the Board. Resolution 2017-9 provides the proof of action.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2017-9, authorizing the investment options with Florida Class, Florida Fit and Florida Prime, was adopted.

**TENTH ORDER OF BUSINESS**

**Consideration of Updated Service Agreement with OK Generators for Quarterly Service**

Mr. McIntosh stated the District currently has three separate service agreements with OK Generators: one for the Water Department, one for the Wastewater Department and one for the Field Department. This agreement combines all departments under one agreement.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the agreement with OK Generators was approved.

**ELEVENTH ORDER OF BUSINESS**

**Approval of Request to Allow CSID to Piggyback on the Biosolids Disposal Contract between H&H Liquid Sludge Disposal, Inc. and the Town of Davie**

Mr. Martin stated the per load cost would go from \$1,104 to \$972.90 by piggybacking of the Town of Davie contract.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor a contract with H&H Liquid Sludge Disposal, Inc. piggybacking off of the contract with the Town of Davie was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Amendment #1 to Work Authorization #121 for Design Build Services Related to NaOCI Tank Replacement for a Total Decrease of \$7,950.40**

This amendment is for a decrease of \$7,950.40.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #121 for a total decrease of \$7,950.40 was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-9, Authorizing Investment Options with Florida Class, Florida Fit and/or Florida Prime (Continued)**

Mr. Cassel noted the Board needs to choose the authorized signers. Staff is proposing Ms. Marta Rubio and Mr. David McIntosh be the authorized signers.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the previous motion to adopt Resolution 2017-9 was amended to designate Ms. Marta Rubio and Mr. David McIntosh as authorized signers.

**THIRTEENTH ORDER OF BUSINESS**

**Work Authorization #126 for Development of Well #4R at a Total Cost of \$67,852**

Dr. Shank noted the well is under two years old and questioned what guarantee is there that the same issue is not going to reoccur.

Mr. Stephens discussed this with Mr. Olson and Mr. Dave Robertson, the hydrogeologist. They both feel confident this work will resolve the issue.

Discussion ensued regarding the issues with this well considering that it is only two years old.

Mr. Olson explained there are no guarantees when something involves interaction of subterranean surfaces. He reviewed the work involved with this project.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #126 for a total cost of \$67,852 was approved.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion of Contract with Humberto Florez and Medical Insurance Availability**

Mr. Zilmer looked into the possibility of Mr. Florez being put on the District's health insurance with him paying the District directly for it. The insurance carrier stated there would need to be a contractual agreement with the District to not be considered fraudulent and he would have to be given the same privilege every employee is given.

Mr. Cassel noted if the District does this with one contractual employee, it has to offer the same option to other contractual employees.

Mr. Lewis stated the District’s insurance policy requires anyone entitled to benefits to work a minimum of 30 hours per week.

Discussion ensued and Mr. Holland requested the attorney research this further.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the above item was tabled.

**FIFTEENTH ORDER OF BUSINESS**

**Discussion of Dock Policy**

The Board reviewed and discussed the current dock policy as well as possible revisions to allow for policy waivers. The Board requested a draft policy that refers to ‘structures’ or ‘obstructions’. The structures should also be permitted by the City.

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel discussed streamlining the cost recovery process for permit reviews by Mr. Hanks. A revised fee structure is being drafted and will be presented to the Board at a future meeting.

**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.

**C. Department Reports**

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

The above item is for informational purposes only. Mr. Daly also reported one of the air conditioning compressors for the District Office Building is being repaired.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported representatives from the insurance company conducted an OSHA inspection last week of all departments. They did not find any violations. Minor items found were taken care.

- **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 is July 18, 2017. The insurance increase is approximately 4.5%.

- **Motion to Accept Department Reports**

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

**D. Attorney**

There being no report, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Supervisors’ Requests and Comments**

The following comments were made:

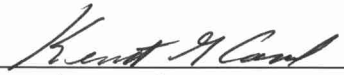
- Dr. Shank thanked the organizers of the barbeque.
- Mr. Holland commended staff on their work.
- Mr. Yudin asked if the District contacted the City’s Emergency Manager about the letter they issued regarding the water facility after the storm. Mr. Daly responded anything having to do with emergency management is coordinated with the City.


**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Kenneth Cassel  
Assistant Secretary

  
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Martin Shank  
President