

**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, August 21, 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

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
Erik Bosch	Floridian Coastal Properties
Jim Maguire	Craig A. Smith & Associates
Glen Hanks	Glen Hanks Consulting Engineers
Jaime Barreto	Consulting Engineer

The following is a summary of the minutes and actions taken during the August 21, 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 July 17, 2017 Meeting

Each Board member received a copy of the minutes of the July 17, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the minutes of the July 17, 2017 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

• **Mr. Robert Goldstein – 502 NW 118th Terrace**

Mr. Erik Bosch with Floridian Coastal Properties, addressed the Board regarding charges incurred on the above referenced property from the previous owner.

- The total amount paid is \$2,552.58. Florida Coastal Properties is seeking reimbursement because there was no lien filed against the property for the water bill charges.
- Mr. Lewis asked if the District normally files liens for unpaid water bills.
- Mr. Daly responded they do not because the amount increases for every month it is not paid. There is a trigger mechanism with Broward County notifying prospective buyers to contact the District to see if there are outstanding fees due.
- Mr. Bosch noted this was an auction purchase from the County and there was no lien filed.
- Mr. Daly noted there is no record of a lien request to the District.
- Mr. Lewis stated there is no legal obligation to file a lien on outstanding water bills. He further noted the bill had been outstanding for a long time and the buyer is responsible for due diligence. There is no legal basis for him to recommend to the Board that they grant reimbursement.
- Mr. Daly explained there were 53 months’ worth of base charges. The base charges are charged to every property owner, which is for maintenance of the water to the property. There were only three late fees and one turn off fee. The rest of the charges incurred were the base charges.
- Dr. Shank stated he is willing to waive the late fees only.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the late fees totaling \$60 will be reimbursed to Floridian Coastal Properties.

Dr. Shank read a statement into the record addressing the current events in this Country with regard to the unacceptable tolerance of hate groups. Dr. Shank’s statement is attached hereto and made a part of the public record.

Mr. Holland thanked Dr. Shank for the statement and echoed the sentiment. He expressed the District's shared value that all staff and clients receive fair treatment and are respected.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for July 2017

The Board reviewed the financials.

- Dr. Shank asked why the revenue for sewer is less than the revenue for water if the charges are the same. Mr. Daly responded it is due to swimming pools, pool credits and irrigation.
- Dr. Shank asked about Capital Outlay under Administration. Ms. Holmes responded approximately \$21,000 represent the assessment of the structural damage to the pool. Another \$13,000 was for a new air conditioner for the District Office Building.
- Dr. Shank asked about Operating Supplies under Field Operations. Ms. Holmes will look into it.

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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-10, Approving Amended Swimming Pool Fill or Refill Policy

Mr. Daly provided an overview of the current policy and suggested a new policy where there is only one credit per year at the same price.

Dr. Shank asked about commercial pools. Mr. Daly responded this resolution is for residential pools and commercial pools will be addressed on a separate resolution.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor Resolution 2017-10 was adopted for residential properties amending the first 'whereas' to include 'single family'.

SIXTH ORDER OF BUSINESS

Consideration of FPI Contract Renewal for Pump Conversion Repair

Mr. Frankenhauser reviewed the FPI contract renewal, which will allow for the completion of the last two pump conversions. The amount is not to exceed \$49,868 for the upcoming fiscal year.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the FPI Contract Renewal for pump conversion repair was approved at a cost not to exceed \$49,868.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorization #127 for Wastewater Plant F RAS Valve Replacement at a Total Cost of \$40,013

Mr. Martin explained this work authorization is to replace the broken RAS valve on Plant F.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor Work Authorization #127 for Wastewater Plant F RAS valve replacement was approved at a total cost of \$40,013.

EIGHTH ORDER OF BUSINESS

Consideration of Bids for Bulk Chemicals

Mr. Stephens reviewed the bid received from Hawkins, Inc. in the amount of \$223,694.05. This is the same company the District is currently purchasing chemicals from, but the amount is \$6,808 less that what is currently being paid.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the bid from Hawkins, Inc. at a total cost of \$223,694.05 was approved.

NINTH ORDER OF BUSINESS

Consideration of Professional Engineering Consulting Services

Mr. Cassel reviewed the qualifications received for professional engineering consulting services for the review of permit applications: Craig A. Smith & Associates, Inc. and Glen Hanks Consulting Engineers, Inc. The review committee consisting of Mr. Daly, Mr. McIntosh and Mr. Frankenhauser reviewed the qualifications and ranked Glen Hanks Consulting Engineers, Inc. first with a total of 305 points and Craig A. Smith & Associates, Inc. second with a total of 299 points.

Mr. Maguire of Craig A. Smith & Associates, Inc. addressed the Board.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the Board approved engaging with Glen Hanks Consulting Engineers, Inc. for professional engineering consulting services.

TENTH ORDER OF BUSINESS

Discussion of Contract with Humberto Florez and Medical Insurance Availability (Tabled Item)

Mr. Lewis reported he is still waiting to hear back from the State Department of Insurance Regulation regarding this. He has been doing research and has not been able to find a way the District can do this.

ELEVENTH ORDER OF BUSINESS

Discussion of Water and Sewer Standards

Eckler Engineering submitted a draft of water and sewer standards for review. This item was tabled.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel provided an update on the recent Florida League of Cities Conference he attended.

- The District can become part of MS-ISAC, which is tied into Homeland Security for the computer system. It monitors and will provide services to the District as a governmental entity for cybersecurity.
- Utilities like FPL can now start hanging 5G devices off of lights poles located within right-of-ways.

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.

• **Utilities Update (David McIntosh)**

Mr. McIntosh reported Mr. Frankenhauser made arrangements for the Coral Springs Fire Department to familiarize themselves with the District’s site. They are also looking into the possibility of CSFD to provide on site training with staff.

There was discussion regarding a base charge increase or altering the policy for delinquent accounts. There was consensus to hold a workshop meeting on September 12, 2017 at 3:00 p.m.

- **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 Workforce Innovations contacted him and the District will participate in their survey through the Sun Sentinel. Flu shots have been set for the second week of October.

- **Motion to Accept Department Reports**

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

Mr. Lewis reported the following:

- He will not be able to attend the September and October meetings. He is scheduled to appear before the Constitutional Revision Commission in September and will be out of town in October. Mr. Behn will attend in his absence.
- The Broward Delegation Organizational Meeting is scheduled for September 7, 2017. They will be selecting a Chair and Vice Chair. He suggested one or more Supervisors attend the meeting and introduce themselves.

- He is still waiting on comments from Ms. Sherri Whitacre from the City of Coral Springs regarding the Interlocal Agreement for storm debris disposal. Discussion ensued regarding the charges clause.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests and Comments

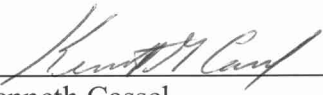
There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

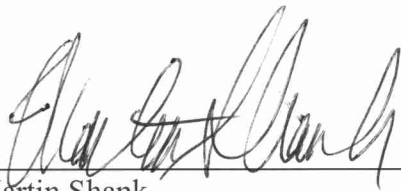
Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President