

**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, September 18, 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
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
Kay Holmes	District Accountant
Rick Olson	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Bert Underwood	Wastewater Department
Shawn Frankenhauser	Drainage Department
Jaime Barreto	Consulting Engineer

The following is a summary of the minutes and actions taken during the September 18, 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 August 21, 2017 Meeting

Each Board member received a copy of the minutes of the August 21, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the minutes of the August 21, 2017 meeting were approved.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor a contract with Underwater Solutions to inspect and clean the water storage facilities, piggybacking off of Orlando Utilities Commission, was approved.

NINTH ORDER OF BUSINESS

Consideration of Purchase of Ford F-150 Truck for the Stormwater Department Piggybacking Off of the State of Florida

Mr. Frankenhauser reviewed the quote for a Ford F-150 truck.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the purchase of a Ford F-150 truck from Duval Ford, piggybacking off of the State of Florida at a total cost of \$29,425.20, was approved.

TENTH ORDER OF BUSINESS

Consideration of Aquatic Herbicide Purchases for Fiscal Year 2018

Mr. Frankenhauser reviewed the bid tabulation for the purchase of aquatic herbicides.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the aquatic herbicides were awarded as outlined in the bid tabulation at a cost not to exceed \$116,000.

ELEVENTH ORDER OF BUSINESS

Consideration of Change Order #1 to Work Authorization #117 for a Decrease of \$6,219

Mr. Olsen reviewed Change Order #1 to Work Authorization #117 related to work on the Tamarac interconnect. There is a reduction of \$6,219.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor Change Order #1 to Work Authorization #117 for a decrease of \$6,219 was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• Meeting Schedule for Fiscal Year 2018

The following was discussed:

- Mr. Cassel reported Mr. Lewis has been trying to contact the City Attorney after Hurricane Irma to finalize the language on the storm debris storage agreement. He requested authorization for Dr. Shank to execute the agreement subject to final language.

- Dr. Shank expressed concern because the City wants the District to pay prior to knowing what the charges will be.
- There was discussion regarding the assessment methodology. The model of the assessment methodology is built. Most of the data is in. They are researching some data between impervious to non-impervious areas from the County.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the meeting schedule for Fiscal Year 2018 was approved as presented.

B. Engineer – Rick Olson (Report Included)

Mr. Olson distributed and 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 commented on how well staff worked together during the hurricane. They are coordinating with SWCD to keep a log of resident calls regarding debris in canals.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported all areas on site have been inspected. The damages covered by insurance are minor and will not meet the deductible so staff has taken care of them. The District did not lose water pressure during the storm and the canals were in good shape. Mr. Frankenhauser lowered the canal levels prior to the storm and managed them through the storm. All staff did a great job. Only 11 lift stations were out of service.

- **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. Mr. Frankenhauser distributed charts showing the water levels for the East and West Basins as a result of Hurricane Irma.

- **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 there will be a lunch next Friday, September 29, 2017, to mark the end of the Fiscal Year. The Workforce surveys will be going out to the employees in approximately two weeks. Flu shots will be provided the second or third week of October.

There was discussion regarding retirement benefits. CSID contribution will be increased by one percent.

D. Attorney

Mr. Behn reported the following:

- Resolution 2017-10 is ready to be executed.
- The Florida Legislature now requires a retainer letter for lobbying services, which needs to be executed.
- He provided an overview of the requirements for Shade Meetings.

THIRTEENTH ORDER OF BUSINESS Supervisors’ Requests

Dr. Shank distributed an article regarding the City of Coral Springs’ support for a bill to change proxy voting for special districts.

TWELFTH ORDER OF BUSINESS Staff Reports (Continued)

C. Department Reports (Continued)

- **Motion to Accept Department Reports**

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the department reports were accepted.

THIRTEENTH ORDER OF BUSINESS Supervisors’ Requests (Continued)

- Mr. St. Cavish asked what the restrictions are for a Supervisor voting when they are not physically in attendance.

- Mr. Behn responded he would have to look into the statutory requirements to see if it is a limitation within Chapter 298 or if it is part of a broader Sunshine requirement.
- Dr. Shank requested the workshop that was cancelled be rescheduled for after October 10, 2017. He also thanked everyone for keeping the District running during the hurricane.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Martin Shank
President