

**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, October 15, 2018 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

Also present were:

Kenneth Cassel	District Manager
Bill Capko	District Counsel
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Pedro Vasquez	Maintenance Department
Tim Martin	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Glen Hanks	Glen Hanks Consulting Engineer

The following is a summary of the minutes and actions taken during the October 15, 2018 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 September 17, 2018 Meetings

Each Board member received a copy of the September 17, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the September 17, 2018 meeting were approved.
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THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Discussion of Tree on District’s Right-of-Way – 11500 NW 20th Drive

Mr. Cassel reported the following:

- He sent the property owner two letters requesting the tree be removed. The property owner was also invited to attend the Board meeting.
- The property owner claims the tree was always there and he just stood it back up.
- Pictures were distributed of the same area on several dates, going back to July of 2016, and there was no tree in the District’s right-of-way. Copies of the pictures are attached hereto and made a part of the public record.
- Staff confirmed letters were sent certified return receipt regarding the tree.
- The Board directed staff to remove the tree in compliance with the District’s policy regarding plantings on District right-of-ways.

FIFTH ORDER OF BUSINESS

Approval of Financial Statements for September 2018

The Board reviewed the financial statements for September 2018.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the financials for September 2018 were approved.

SIXTH ORDER OF BUSINESS

Consideration of Variance Request – Atlantic Crossings

Mr. Hanks reviewed the variance request by Atlantic Crossings to allow the 17 existing green buttonwood trees and existing sabal palms to remain where removal of vegetation except for grass and ground cover is required. These trees are part of the original landscape buffer installed 30 years ago. He recommends granting the variance subject to the special conditions outlined in his evaluation and recommendation letter, a copy of which is attached hereto and made a part of the public record.

Discussion ensued regarding the current landscape conditions at the canal bank and fees that must be collected from the applicant.

<p>On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the variance request for Atlantic Crossings was approved contingent upon the current landscape being cleared up within 90 days and the execution of the required agreements, with appropriate payments submitted.</p>
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SEVENTH ORDER OF BUSINESS **Consideration of Work Authorizations**

A. Work Authorization #148 for Canal Bank Restoration at Three FEMA Sites for a Total Cost of \$88,123

Mr. Olson reviewed Work Authorization #148 with regard to canal bank restoration.

<p>On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #148 for canal bank restoration at three FEMA sites for a total cost of \$88,123 was approved.</p>
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B. Work Authorization #149 for High Service Pump Building Valve Replacement for a Total Cost of \$129,747

The Board reviewed Work Authorization #149. Mr. Olson indicated he worked with District staff on a plan to minimalize disruption of the plant.

<p>On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #149 for high service pump building valve replacement was approved for a total cost of \$129,747.</p>

C. Work Authorization #150 for RO Membrane Replacement for a Total Cost of \$168,999

The Board reviewed Work Authorization #150. The membranes are designed to last three to five years. The current membranes lasted seven years, but need to be replaced now.

<p>On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #150 for RO membrane replacement was approved for a cost of \$168,999 plus the cost of the membranes.</p>

D. Change Order #1 Non FEMA Eligible Tree Removal from 28 Sites Final Contract Value \$180,455.89

Mr. McIntosh reviewed Change Order #1 with Phillips & Jordan for the removal of non FEMA eligible trees at a decrease of \$19,444.11.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with Phillips & Jordan for removal of non FEMA eligible trees was approved for a total decrease of \$19,444.11.

E. Change Order #1 Hurricane Irma Disaster Debris Removal Final Contract Value of \$696,308.03

Mr. McIntosh reviewed Change Order #1 with Phillips & Jordan for disaster debris removal at a total decrease of \$1,105,229.47.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with Phillips & Jordan for disaster debris removal was approved for a total decrease of \$1,105,229.47.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported special counsel is in the process of reviewing documents sent by the defense in the litigation case with the City of Coral Springs.

B. Engineer – Rick Olson

Mr. Olson reviewed his status report, a copy of which was included in the agenda package and is a part of the public record.

C. Department Reports

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

This item is for informational purposes. Mr. Daly also provided an update on the utility billing issue with the Broward County School Board for Taravella High School.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the FEMA process is still going on. All of the District’s documents have been submitted for evaluation. It will be a while before they inform the District of how much will be granted. He also reported the solid waste site license was approved and provided by the County. The District had to send out some additional notifications.

- **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.

- **Maintenance Report – Pedro Vasquez (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 he received evaluations. There is one open position in the Wastewater Department. Flu shots are scheduled for October 24, 2018 from 1:00 p.m. to 3:00 p.m.

- **Motion to Accept Department Reports**

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

D. Attorney

- **Discussion and Consideration of Election Policy**

The Board reviewed the draft election policy and the following comments were made:

- Under *Notice of Landowner Meeting and Election of Supervisors*, change *May* to *April*.
- Remove *mailed to landowners* under *Ballots and Proxies*.

NINTH ORDER OF BUSINESS

Supervisors’ Requests

The following was discussed:

- Dr. Shank stated the District has to move along with identifying and hardening the structures that are critical to distributing water and processing sewage.

- Dr. Shank requested benches for the butterfly garden be installed in time for the Open House in April.

TENTH 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.



Kenneth Cassel
Assistant Secretary



Martin Shank
President