

**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, March 19, 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Marta Rubio	Accounting
Rick Olson	District Engineer
Pedro Vasquez	Maintenance Manager
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Superintendent
Glen Hanks	Glen Hanks Consulting Engineers
Frank Steward	Flynn Engineering
Charles Ladd	CS University, LLC
Traci Scharf	CS University, LLC

The following is a summary of the minutes and actions taken during the March 19, 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 February 26, 2018 Meeting

Each Board member received a copy of the minutes of the February 26, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

One change was made and will be reflected in the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the February 26, 2018 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for February 2018

The Board reviewed the financial statements.

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

FIFTH ORDER OF BUSINESS

Assessment Methodologies

A. Non-Ad Valorem Assessment Collection Agreement with Broward County

Mr. Cassel reviewed the non-ad valorem assessment collection agreement with the County. It is a standard agreement for them to collect the assessments on behalf of the District once they are levied.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the non-ad valorem assessment collection agreement with Broward County was approved.

B. Setting of Public Hearing to Adopt New Methodologies

Mr. Lewis stated there will need to be two separate public hearings: one for the stormwater assessment and one for the water and sewer assessment.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor public hearings were set for May 21, 2018 at 3:00 p.m. and 4:00 p.m. to adopt the stormwater assessment methodology and the water and sewer assessment methodology, respectively.

C. Consideration of Additional Fees by Stantec for Coordination of Public Hearing and Mail Notices

Stantec provided change orders increasing the fees by \$8,201 for each methodology for a total increase of \$16,402. There is a separate charge for the mailings of \$14,058.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor an increase in fees by Stantec were approved at a total amount not to exceed \$16,402.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor first class mailings were approved at a cost not to exceed \$14,058.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Consideration of Variance and Stormwater Permit for Outback Steakhouse**

Mr. Hanks provided an overview of the proposed plans submitted for the proposed Outback Steakhouse on University Drive and recommended the variance and permit be granted.

Discussion ensued regarding the need to consider and grant variances. There was consensus to hold a workshop meeting to discuss permit criteria.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the variance for the Outback Steakhouse was approved.

SIXTH ORDER OF BUSINESS

Consideration of Contract Renewal with H&H for Biosolids Disposal Piggybacking Off of the Town of Davie

Mr. Martin reviewed the contract renewal and indicated there is a 2.2% increase in the fee.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the contract renewal with H&H was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Work Authorization 135 for Replacement of 20 Inch Gate Valves on Injection Well 2 Bypass for a Total cost of \$55,882**

Mr. Martin explained this work authorization is for the replacement of two 20 inch gate valves on Injection Well 2. The current valves are approximately 30 years old and are becoming difficult to operate.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization 135 was approved for a total cost of \$55,882.

B. Work Authorization 136 for Buried DIW Gate Valve Replacement (New) for a Total Cost of \$74,638

Mr. Martin stated this work authorization is for two separate valves: one 14 inch for Injection Well 1 and a 24 inch. The current valves are approximately 30 years old and need to be replaced.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization 136 was approved for a total cost of \$74,638.

C. Work Authorization 131 – Memo of Understanding to Reallocated Project Funding

Mr. Stephens explained the request is to change directions from what was previously approved for High Service Pump 7.

Mr. Olson stated the memo of understanding redirects the initial funding from the original work authorization to perform a model and spec out, purchase and install a new pump instead of bypassing the existing one.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the memo of understanding for Work Authorization 131 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports (Continued)

B. Manager – Ken Cassel (Continued)

- **Consideration of Variance and Stormwater Permit for Outback Steakhouse**

Mr. Cassel noted the Board approved the variance, but still needs to approve the stormwater permit.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the stormwater permit for the Outback Steakhouse was approved.

B. Engineer – Rick Olson

Mr. Olson reviewed his 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**

This item is for informational purposes only. Mr. Daly also reported the tenants at Coral Bay were billed individually. They are in the process of checking ERCs in various locations.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the following:

- DEP submitted a draft permit last week to allow the District to bypass the concentrate; however, it was not signed off on. Concentrate cannot be sent directly down the deep injection well.
- He spoke with Mr. Rich Michaud from the City of Coral Springs, to discuss the potential of the District redirecting the row of drains in the canals. He is open to doing this. He will arrange a meeting with their engineers and Mr. Olson to go over what they want to do.

- **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. There was brief discussion regarding tree removal from the canals.

- **Field – Curt Dwiggins (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

Mr. Vasquez provided a brief maintenance update.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the annual picnic is scheduled for April 7, 2018.

• **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

• **Resolution 2018-7, Acknowledging the District Management Services Provider’s Name Change**

Mr. Lewis reviewed Resolution 2018-7, which acknowledges the District Management services provider’s name change from Severn Trent to Inframark.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-7, acknowledging the District Management Services Provider’s name change, was adopted.

Mr. Lewis reported the legislative season has ended for this year. None of the local bills filed by Representative Jacobs passed. Representative Caldwell’s term is limited and this was his final year in legislation. He discussed the previous bill brought to legislation a few years ago for the District to convert to seats elected by General Election and questioned whether the Board wants to reach out to Representative Jacobs regarding this. There was consensus to add this to next month’s agenda for discussion.

NINTH ORDER OF BUSINESS

Supervisors’ Requests

There was discussion regarding a memorial at the District’s Passive Park to honor the victims of the Marjorie Stoneman Douglas shooting. There was consensus to have a resolution dedicating the District’s Passive Park to the memory of the victims.


TENTH 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.


Kenneth Cassel
Assistant Secretary


Martin Shank
President