

**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 16, 2018 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 (Via Telephone)

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
Marta Rubio	Accounting
Rick Olson	District Engineer
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Superintendent
Pedro Vasquez	Maintenance Manager
Richard Melohne	Resident

*The following is a summary of the minutes and actions taken during the July 16, 2018 CSID Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order and called the roll.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

The floor was opened to audience comments.

- Mr. Melohne addressed the Board regarding the special assessment notice he received and noted he had difficulties being able to contact someone for inquiries.
- Dr. Shank provided an overview of what constitutes pervious and impervious areas. He further discussed the reasons why the assessment increase is necessary.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported the following:

- He provided a brief update on the litigation with the City of Coral Springs. Special Counsel is filing an injunction for proof of documentation.
- Several lawsuits have been filed against special districts regarding websites not being ADA compliant. He is working with Mr. Daly on the District’s website.

**B. Engineer – Rick Olson**

Mr. Olson distributed and reviewed an updated project status report, a copy of which is attached hereto and made a part of the public record.

*The record will reflect Mr. Holland joined the meeting.*

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the June 18, 2018 Meeting**

Each Board member received a copy of the minutes of the June 18, 2018 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 June 18, 2018 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for June 2018**

The Board reviewed the financial statements.

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

**FIFTH ORDER OF BUSINESS**

**Distribution of the Proposed Water and Sewer budget and consideration of Resolution 2018-13, Approving the Budget and Setting the Public Hearing**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-13, approving the water and sewer budget and setting the public hearing for August 20, 2018 at 4:00 p.m. at the Courtyard by Marriott, was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Amendment #1 to Work Authorization #134 for Production Well 9 Redevelopment for an Increase of \$3,886**

Mr. Olson stated while Well 9 was being reassembled, there were corroded parts in the bottom of the well casing. They are being replaced with stainless steel parts.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Amendment #1 to Work Authorization #134 for an increase of \$3,886 was approved.

**B. Work Authorization #145 for Variable Frequency Drives for High Service Pumps 5 & 6 for a Total Cost of \$11,527**

Mr. St. Cavish asked if one of the pumps can be repaired and reused.

Mr. Stephens explained they were purchased in 1998 and it is difficult to find parts.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #145 for a total cost of \$11,527 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Agreement with Graybar for Electrical, Lighting, Data Communications, Security Products and Related Products, Services and Solutions, Piggybacking Off of the Master Agreement with Kansas City, Missouri, Allowing for 22% Discount on Purchases**

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

**EIGHTH ORDER OF BUSINESS**

**Consideration of Award of Contract to Therma Seal Roofing for the North Blower Building Roof at a Total Cost of \$16,795, Piggybacking Off of the City of West Palm Beach**

Mr. Martin stated this is to replace the roof for the wastewater station.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the contract with Therma Seal Roofing was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Engagement Letter with GRS Retirement Consulting for GASB 75 OPEB Services**

Ms. Rubio stated the Board approved an engagement letter with the Florida League of Cities at the last meeting, which was not executed due to it having the wrong agency name. GRS Retirement Consulting provided an engagement letter at a significantly lower fee.

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the engagement letter with GRS Retirement Consulting was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Award of Contract to Sprayer Depot for the Purchase of Two Spray Rigs for the Drainage Department in the Amount of \$16,950**

Mr. Frankenhauser reviewed the pricing information for the purchase of spray rigs from Sprayer Depot.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the purchase of two spray rigs from Sprayer Depot for a total cost of \$16,950 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Change Order to the LMK Contract for Lift Station #2 for a Total Increase of \$28,608.30**

Dr. Shank questioned why the District has to pay for an increase that is due to LMK's error.

Discussion ensued regarding whether the District should be responsible for the increase.

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

**TWELFTH ORDER OF BUSINESS**

**Motion to Rescind Stantec Change Order #1, Approved at the March 19, 2018 Meeting**

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor this item was tabled.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**C. Department Reports**

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

This item is for informational purposes only. Mr. Daly reported a former aggrieved employee filed complaints with several agencies erroneously accusing the District of dumping diesel fuel into the ground. The County was out and confirmed everything was correct. If this individual continues to make false accusations, Mr. Daly would like to file a cease and desist order.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported he met with FEMA last week. All documentation is expected to be provided to them by the end of the month. He also reported Mr. Olson submitted the application for the solid waste site to Broward County. Staff is working on some of the County’s requirements.

- **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)**

Mr. Dwiggin reviewed his Field status report, a copy of which is attached hereto and made a 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**

There was discussion regarding health insurance. Dr. Shank stated the District will stay with Blue Cross and Blue Shield

- **Motion to Accept Department Reports**

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

**D. Attorney**

Mr. Behn reported they are preparing for the public hearing and the resolution will have verbiage regarding Stantec’s qualifications to prepare an assessment methodology report. He also reported they are working on a policy for District elections.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Mr. St. Cavish requested a section under staff reports showing water loss for the month.

**FIFTEENTH 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