

**MINUTES OF MEETING
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting and public hearing of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, September 17, 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
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
Glen Hanks	Glen Hanks Consulting Engineer
Mark Grimmer	Aegis Insurance
Andrew Boyce	Aegis Insurance
Erick van Malssen	Stantec

The following is a summary of the minutes and actions taken during the September 17, 2018 CSID Board of Supervisors Regular Meeting and Public Hearing.

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 20, 2018 Meetings

Each Board member received a copy of the August 20, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

Changes were made and will be incorporated into the amended copy of the minutes.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the August 20, 2018 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Egis Insurance – Mark Grimmel

Mr. Grimmel addressed the Board and provided an overview of his company and the District’s insurance coverage.

Discussion ensued regarding ADA compliant websites.

FIFTH ORDER OF BUSINESS

Approval of financial Statements for August 2018

The Board reviewed the financial statements for August 2018.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the financial Statements for August 2018 were approved.

SIXTH ORDER OF BUSINESS

Consideration of Stantec Proposal for Water and Sewer Rate Study Proposal

Mr. Cassel stated Change Order #3 reverses Change Order #1 and applies the changes, adding the balance of the rate to complete the rate study process.

Mr. van Malssen provided a brief overview of the rate study process.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Change Order #3 with Stantec was approved at a total amount of \$36,480.

SEVENTH ORDER OF BUSINESS

Tabled Items

A. Motion to Rescind Stantec Change Order #1

This item was covered under Change Order #3.

EIGHTH ORDER OF BUSINESS

Public Hearing to Consider Adoption of Water and Sewer Budget for Fiscal Year 2019, Resolution 2018-19

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing was opened.

There were no comments from the public.

The Board reviewed the proposed budget.

- Dr. Shank questioned what *OCC-DE Minimus Employee Benefits* means. Ms. Rubio will look into it and follow up.
- Mr. St. Cavish asked about the paver rebates. Ms. Rubio responded that was part of the General Fund Budget.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-19, adopting the Water and Sewer Budget for Fiscal Year 2019, was adopted.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing was closed.

NINTH ORDER OF BUSINESS

Consideration of Easement Agreements

A. 12749 NW 13th Manor

B. 10150 Vestal Court

Mr. McIntosh reviewed the requested easement agreements and stated District staff has no objection to the approval of the agreements.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor encroachment agreements with the above listed addresses for the installation of fences were approved.

TENTH ORDER OF BUSINESS

Consideration of Permit Items

A. Recertification Schedule and Requirements

Mr. Hanks reviewed the proposed new recertification schedule and requirements, a copy of which is attached hereto and made a part of the public record.

Discussion ensued and Dr. Shank stated he would like to see changes in the time period to rectify issues. Mr. Hanks will work with staff to adjust the schedule set forth in part 5.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the proposed recertification requirements were approved with modifications to the schedule set forth in part 5 as determined by staff.

B. Consideration of Surface Water Management Permit for Ramblewood Square

Mr. Hanks reviewed the variance request for the Ramblewood Square project and his recommended special conditions for the variance.

Mr. Lewis suggested adding *and their successors and assigned* after the owner's name, under Condition #1.

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

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Surface Water Management Permit for Ramblewood Square was approved.

ELEVENTH ORDER OF BUSINESS Consideration of Work Authorizations

- A. Amendment 1 to Work Authorization #136 for Buried DIW Gate Valve Replacement for a Decrease of \$12,494**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Amendment 1 to Work Authorization #136 for a decrease of \$12,494 was approved.

- B. Work Authorization #147 for Membrane Plant Antiscalant Flow Meter for a total Cost of \$38,436**

The Board reviewed Work Authorization #147.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #147 was approved for a total amount of \$38,436.

TWELFTH ORDER OF BUSINESS Consideration of Resolution 2018-20, Outlining Process for Tie Bids

The draft resolution provided allows a way to award a bid if more than one company offers the same product at the same price. It further allows for bifurcation of the bid.

Mr. Lewis suggested adding a clause that the District reserves the right to reject all bids.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-20, outlining process for tie bids, was adopted as amended.

THIRTEENTH ORDER OF BUSINESS Consideration of Contract with Allied Universal Corporation for the Supply of Sodium Hypochlorite Piggybacking Off of a Contract with Martin County

Mr. Stephens reviewed the contract with Allied Universal Corporation for the supply of Sodium Hypochlorite.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the contract with Allied Universal Corporation was approved.

FOURTEENTH ORDER OF BUSINESS

Consideration of Award of Contract for the Purchase of Aquatic Weed Control Chemical to the Low Bidder for Each Chemical and Decision on Purchase of Chemicals with tie Bids

Mr. McIntosh reviewed the bid tabulation for the purchase of aquatic weed control chemicals.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the aquatic weed control chemical bids were awarded as outlined in the bid tabulation for a cost not to exceed \$114,659.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel provided a brief update on pending litigation with the City. Supplemental answers were provided to Special Counsel on August 22, 2018 and it is being reviewed.

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

• **Human Resources – Jan Zilmer**

Mr. Zilmer reported tomorrow is the end of the pay period for the current fiscal year. Flu shots are scheduled on site for October 24, 2018 at 2:00 p.m. The end of fiscal year luncheon will be held next Friday at noon.

• **Operations – Dan Daly**
➤ **Utility Billing Work Orders**

This item is for informational purposes. Mr. Daly reported he is still waiting on preliminary figures for an ADA compliant website.

• **Utilities Update (David McIntosh)**

Mr. McIntosh reported there is a four step process with FEMA. The first step was collection of the debris, which has been completed. The second step was uploading all of the documentation to the website, which has also been completed. The review is underway and is

expected to be completed this week. Once the review is complete the documentation is sent to the consolidator resource. They will make a determination on whether everything is in order and will send back a contract with the amount the District will be paid.

- **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.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Lewis reported the following:

- The Broward County Legislative Delegation is having a local bill workshop September 18, 2018 at 10:00 a.m. at the Broward County Government Center and Mr. Lewis suggested someone attend.
- He has been in contact with Mr. Thomas Cooney at the Broward County School Board's General Counsel's office regarding Taravella High School. Mr. Cooney is going to meet with the maintenance staff of the school district. He will follow up.

- He distributed a draft Election Policy, a copy of which is attached hereto and made a part of the public record.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests

The following was discussed:

- Mr. St. Cavish requested an update on the tree planted on District property. Mr. Daly responded he sent a letter and Mr. Cassel sent a letter.
- Mr. Holland congratulated staff on a great year.
- Dr. Shank thanked everyone.

SEVENTEENTH ORDER OF BUSINESS

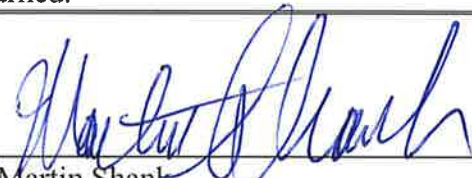
Adjournment

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