

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, June 17, 2019, immediately following the landowners' meeting at the District Office, located at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Dr. Martin Shank	President
Duane Holland	Vice President
Len Okyn	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Seth Behn	Lewis Longman & Associates
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
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Sandra Demarco	Inframark, LLC
Nick St. Cavish	Former Board Member
Raquel Holland	Resident

***The following is a summary of the discussions and actions taken at the June 17, 2019 Coral Springs Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order.

- Mr. St. Cavish thanked the Board, Mr. Cassel and staff for all their help during his time as a Board member.

- Mr. Len Okyn was introduced as the new Board member replacing Mr. St. Cavish.
- Mr. Cassel called the roll, and a quorum was established.

**SECOND ORDER OF BUSINESS** **Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

The Oath of Office was administered during the landowners' meeting.

**B. Resolution 2019-04, Canvassing and Certifying the Results of the Landowners' Election**

The Resolution will be considered at the next meeting, once all ballots and proxies are certified.

**C. Election of Officers – Resolution 2019-05**

- Mr. Holland nominated Dr. Shank to continue serving as President.
- Dr. Shank nominated Mr. Holland to continue serving as Vice President.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, Resolution 2019-5 Designating Officers of the District, with Dr. Martin Shank to continue serving as President, Mr. Duane Holland to continue serving as Vice President, Mr. Len Okyn to serve as Secretary, Mr. Stephen Bloom to continue serving as Treasurer, Mr. Alan Baldwin and Mr. Kenneth Cassel to continue serving as Assistant Treasurers, and Mr. Kenneth Cassel and Mr. Dan Daly to continue serving as Assistant Secretaries, was adopted.

**THIRD ORDER OF BUSINESS** **Approval of the Minutes of the May 20, 2019 Meeting**

Dr. Shank stated each Board member received a copy of the Minutes of the May 20, 2019 Meeting, and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the Minutes of the May 20, 2019 Meeting were approved.

**FOURTH ORDER OF BUSINESS** **Audience Comments**

Hearing no comments from the audience, the next order of business followed.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for May 2019**

The Board reviewed the financial statements for May 2019.

- It appears a large amount of the assessments have not been paid.
- Mr. Okyn was advised to meet with Ms. Rubio regarding budgets.

**SIXTH ORDER OF BUSINESS**

**Consideration of Change Order #1 with Trio Development for an Increase of \$29,950**

Mr. Dwiggins presented this item for the Board’s review and approval.

- The valve pit lid needs to be replaced on Lift Station #14.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, Change Order #1 with Trio Development for an increase of \$29,950, was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for May 2019 (Continued)**

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the Financial Statements for May 2019 were approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Bulk Chemical Contract Renewal for the Water Plant (Two Options)**

- Mr. Stephens presented this item for the Board’s review and approval.
- Some costs increased.
- They will lock in the price for one year, which will continue into the second year if these prices are still available.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, renewal of the bulk chemical contract with Hawkins for the water plant was approved, as discussed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reminded the Board of the June 25, 2019 special meeting and attorney/client session.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his monthly status report; a copy of which is attached hereto and made part of the public record.

- The subcontractor for Work Authorization #133 chose not to perform four of the wells due to the wording of the contract. The four wells will be taken care of at the engineer's expense.

**C. Department Reports**

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

This item is for information only. ADA compliance for the website was also discussed.

- **Utilities Update (David McIntosh)**

Mr. McIntosh discussed the FASD Conference he recently attended. He continues to respond to requests for information from FEMA for the debris removal.

- **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. Mr. Stephens attended the 2019 Desalting Association Symposium in which CSID won "Membrane Plant of the Year." There will be an article in the next newsletter.

- **Wastewater – Kenneth Miller (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. A resident's installation of a deck on the canal bank was discussed.

- **Field – Curt Dwiggs (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 is looking into health insurance. The review process will commence in September.

- **Motion to Accept Department Reports**

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the Department Reports were accepted.

**D. Attorney**

Mr. Lewis discussed preliminary rulings regarding ADA issues.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

- Mr. Holland discussed the plants being able to withstand category three hurricanes. Mr. McIntosh stated Globaltech is working on an updated hurricane report.
- Mr. Okyn commented on the award the District won and congratulated staff.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the meeting was adjourned at approximately 5:18 p.m.

  
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 Kenneth Cassel  
 Assistant Secretary

  
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 Dr. Martin Shank  
 President