

**MINUTES OF MEETING  
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 28, 2019 and called to order at 4:01 p.m. at the District Office, located at 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

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
Mark Nealon	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Mark Grace	Keefe McCullough

*The following is a summary of the discussions and actions taken at the January 28, 2019*

***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 December 17, 2018 Meeting**

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

There being none,

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, the Minutes of the December 17, 2018 Meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next order of business followed.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Financial Audit for Fiscal Year 2018 – Marc Grace**

Mr. Grace provided an overview of the financial audit for Fiscal Year 2018.

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

On MOTION by Mr. St. Cavish, seconded by Mr. Holland, with all in favor, the Financial Audit for Fiscal Year 2018, was accepted.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for December 2018**

The Board reviewed the Financial Statements for December 2018.

On MOTION by Mr. Holland, seconded by Mr. St. Cavish, with all in favor, the Financial Statements for December 2018 were approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Amendment #1 to Work Authorization #146 Related to Fiscal Year 2017-2018 Ground Storage Tank Repair and Improvements for Reimbursement of \$4,547**

This item presents a return of part of the allowance and credit for the dumpster which was not used.

On MOTION by Mr. Holland, seconded by Mr. St. Cavish, with all in favor, Amendment #1 to Work Authorization #146 related to Fiscal Year 2017-2018 Ground Storage Tank Repair and Improvements for Reimbursement of \$4,547, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Lift Station Repairs by TRIO for a Total Cost of \$260,232.50, Piggybacking Off Broward County Contract**

- It is the same contractor used previously at five other lift stations.

- It was budgeted for three stations, but only two were used. These are the two most urgent stations at this time.

On MOTION by Mr. Holland, seconded by Mr. St. Cavish, with all in favor, the lift station repairs by TRIO for a total cost of \$260,232.50, piggybacking off the Broward County Contract, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Purchase of Sodium Hypochlorite from Allied Universal Corporation Piggybacking Off the City of Fort Lauderdale Contract**

- This opportunity will save the District an additional \$45 per year.
- It is good through October 2019, with two optional one-year renewals.

On MOTION by Mr. St. Cavish, seconded by Mr. Holland, with all in favor, purchase of Sodium Hypochlorite from Allied Universal Corporation, piggybacking off the City of Fort Lauderdale contract, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported inquiries were received from residents living along the SWCD canal regarding watering of their yards. They had to use domestic water. They should ask SWCD for reimbursement since they cut access to the canal while they were working on the bank.

**B. Engineer – Rick Olson**

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

- Work Authorization #133 is in final review. There are a few outstanding issues.
- On Work Authorization #141, staff went out for bids on the concrete slab, and are in the process of renegotiating the prices. Work should start within the next week. A lot of rebar will be installed. There is photographic documentation.
- On Work Authorization #143, fences are in permitting with the City, and will likely be installed in February or March. The District is paying for replacement of the chain link fence.
- Work on Work Authorization #153 should commence next week.

**C. Department Reports**

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

This item is for informational purposes. Mr. Daly also discussed plans for those affected by the government shutdown and the ADA-compliant website.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported all documents from Hurricane Irma have been submitted. He has a meeting on Wednesday, January 30, 2019, regarding work to be done with GIS.

Discussion ensued regarding FEMA.

- **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 – Mark Nealon (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**

The following was discussed:

- Nationwide is coming on March 7, 2019 to talk to all employees about the current state of the market.
- April 6, 2019 is the company picnic.

- The Open House will be on April 27, 2019.
- A succession workshop will be scheduled on Tuesday, March 12, 2019 after the staff meeting.

- **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**

- **Consideration of Lewis, Longman and Walker Proposed Fee Increase**

Mr. Lewis reported the same bills filed last year by Representative James were filed this year. He also discussed a proposed rate increase of 3%.

The Board would like to keep the rate the same for this year.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being none, the next order of business followed.

**ELEVENTH 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.

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Kenneth Cassel  
Secretary

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Martin Shank  
President