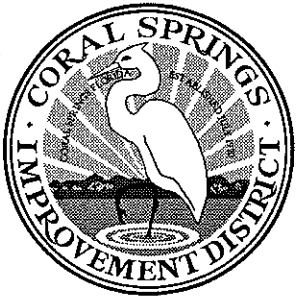


**Coral Springs
Improvement District**

Agenda

September 10, 2012

RBH



Coral Springs Improvement District

September 4, 2012

Board of Supervisors
Coral Springs Improvement District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District will be held on Monday, September 10, 2012 at 4:00 P.M. in the District Offices, 10300 N. W. 11th Manor, Coral Springs, Florida. Following is the advance agenda for this meeting.

1. Roll Call
2. Approval of the Minutes of the August 20, 2012 Meeting
3. Audience Comments
4. Staff Reports
 - A. Manager
 - Project Closeout Update
 - Utility Billing Work Orders
 - B. Director of Operations
 - Water
 - Sewer
 - Stormwater
 - Field
 - Human Resources
 - C. Attorney
 - D. Engineer
5. Supervisors' Requests
6. Adjournment

The Minutes of the August 20, 2012 Meeting are enclosed for your review.

The utility billing work orders are enclosed under the Manager's Report.

I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,

Kenneth Cassel/sd
District Manager

cc:	Stephen Bloom	Randy Frederick	Kay Woodward
	William Capko	Troy Lyn	Beverley Servé
	Dan Daly	John McKune	Ed Stover
	Shawn Frankenhauser	David McIntosh	

Minutes

**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, August 20, 2012 at 4:05 p.m. at the District Office, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Theodore Mena	Vice President
Duane Holland	Secretary

Also present were:

Kenneth Cassel	District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Kay Woodward	District Accountant
Troy Lyn	District Engineer
John McKune	District Consultant
Terry E. Lewis	Lewis, Longman & Walker, PA
David McIntosh	Wastewater Department
Mark Nealon	Wastewater Department
Ed Stover	Water Department
Alvan Jones	Water Department
Randy Frederick	Drainage Supervisor
Steve Seigfried	Field Superintendant
Joe Brown	Lanzo Construction
Michael Bone	Lanzo construction
Cory Johnson	CH2M Hill

The following is a summary of the minutes and actions taken during the August 20, 2012 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 July 16, 2012 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the July 16, 2012 meeting and requested any corrections, additions or deletions.

Mr. Mena requested the wording on page five reflect he does not mind engineers charging a fee, different from their regular engineering fee, to attend Board meetings.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor the minutes of the July 16, 2012 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Public Hearing to Consider the Adoption of the General Fund Budget for Fiscal Year 2013 (Resolution 2012-4) and Levy of Non Ad Valorem Assessments (Resolution 2012-5)

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the public hearing to consider the adoption of the general fund budget for Fiscal Year 2013 was opened.

There being no public comments,

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

Mr. Mena MOVED to adopt Resolution 2012-4, adopting the general fund budget for Fiscal Year 2013, and Mr. Holland seconded it.

- Mr. Holland requested clarification with regard to the \$450,000 reserved for first quarter operating. Ms. Woodward explained this is to ensure the District has sufficient funds for first quarter operations because assessment funds do not start coming in until the end of November.

On VOICE vote with all in favor the motion as previously outlined passed.

Mr. Mena MOVED to adopt Resolution 2012-5, levying the District's non ad valorem assessments, and Mr. Holland seconded it.

- Mr. Shank asked if the five percent decrease discussed at the last meeting was calculated in the budget. Ms. Woodward responded it was.
- Mr. Shank requested the public be notified of the decrease. Mr. Cassel stated a press release will be issued after the public hearing.

On VOICE vote with all in favor the motion as previously outlined passed.

FOURTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of the Water and Sewer Budget for Fiscal Year 2013 (Resolution 2012-6)

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the public hearing to consider adoption of the water and sewer budget for Fiscal Year 2013 was opened.

There being no public comments,

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Resolution 2012-6, adopting the water and sewer budget for Fiscal Year 2013, was adopted.

FIFTH ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Consideration of Final Balancing Change Order for Lanzo Construction

The following was discussed:

- Mr. Shank recommended no further payments be made to Lanzo Construction or CH2M Hill until the District receives a certificate of occupancy.
- Mr. Cassel recommended suggested the Board approve the change order subject to payment being made upon receipt of the certificate of occupancy.
- Final information needs to be submitted to the county this week. Mr. Shank noted the same update was given at the last meeting. CH2M Hill did not submit paperwork to the county.

- Mr. Brown addressed the Board and stated Lanzo Construction completed their portion of the work. Mr. Shank clarified he is not blaming Lanzo Construction; however, their contract is contingent on the certificate of occupancy.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Final Change Order #4 for Lanzo Construction was approved subject to payment being made upon receipt of the certificate of occupancy.

SEVENTH ORDER OF BUSINESS

Consideration of Stormwater Permit for Chase Bank

The Board reviewed the District engineer’s recommendation.

On MOTION by Mr. Mena seconded by Mr. Shank with all in favor the stormwater permit for Chase Bank was approved.

EIGHTH ORDER OF BUSINESS

Consideration of CH2M Hill Invoices

- A. Reconsideration of CH2M Hill Invoice Dated February 25, 2012 through March 30, 2012 due to Miscalculation**
- B. CH2M Hill Invoice Dated March 31, 2012 through April 27, 2012**

Mr. Cassel explained there was a miscalculation with regard to the final payment on this invoice and the correct amount is \$27,873.37.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor CH2M Hill’s invoices dated February 25, 2012 through March 30, 2012 with the revised amount of \$27,873.37 and March 31, 2012 through April 27, 2012 with the revised amount of \$26,218.07 were approved subject to payment being made upon receipt of the certificate of occupancy.

- Mr. Mena asked for an update on any responses from CH2M Hill’s attorney. Mr. Capko responded they have not responded to the demand letter, but he received a phone call requesting discussion of mediation before filing suit. District counsel is gathering information and waiting for approval of the final change order to make calculations of the final amount to be invoiced to CH2M Hill. A second demand letter will be sent this week.
- Mr. Mena asked if CH2M Hill will try to resolve this issue. Mr. Capko responded they are interested in resolving through mediation.

NINTH ORDER OF BUSINESS

**Consideration of Work Authorization #67
with Globaltech for Digester F Sludge
Line**

The Board reviewed Work Authorization #67. The total amount will be \$69,405.97.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Work Authorization #67 was approved.

TENTH ORDER OF BUSINESS

**Award of Bid for Underground Well
Camera System**

One bid was received from USABlueBook in the amount of \$13,995.99 and staff recommended approval.

On MOTION by Mr. Mena seconded Mr. Holland with all in favor the bid for underground well camera system was awarded to USABlueBook in the amount of \$13,995.99.

ELEVENTH ORDER OF BUSINESS

**Consideration of Change in Approved
Amount for Well #5 Repairs**

The following was discussed:

- The Board initially approved \$37,500 for well repairs.
- The well casing was found to be deteriorating during repair work.
- The original repair work can be completed for the amount approved; however, new well casing will be needed soon.
- The repair work with the new well casing will be \$53,835 and will last for approximately 20 years.

On MOTION by Mr. Shank seconded Mr. Mena with all in favor expenses totaling \$53,835 for Well #5 were approved.

TWELFTH ORDER OF BUSINESS

Discussion of Plant E Tank Repairs

Mr. Cassel reviewed the proposal from HMT Tank Services, Inc. to repair the defective seams on the vertical welds in Plant E for \$105,520. This is the same company who performed repairs on Plant F and staff was pleased with their work.

Mr. Mena MOVED to approve the proposal from HMT Tank Services, Inc. for Plant E repairs at a total cost of \$105,520 and Mr. Shank seconded it.

The following was discussed:

- Mr. Shank stated 30 areas were tested and they all failed.
- Only the vertical welds need to be repaired.
- Mr. Cassel explained the repairs are similar to the work done on Plant F.
- Mr. Shank discussed the fact the plant was not built to specifications.
- Mr. Johnson explained the plant was built approximately 11 years ago when the District engineer was Gee & Jenson, which was later acquired by CH2M Hill.
- Mr. Cassel stated finding backup paperwork has proven difficult due to the fact it was a transition period between engineering firms. The bonding company may not exist anymore.
- Mr. McKune recalled the plant was designed by Gee & Jenson and the bid was awarded to Intrastate. Intrastate had their consulting engineer do detail design. Once construction started Gee & Jenson no longer existed.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor the proposal from HMT Tank Services, Inc. for Plant E repairs in the amount of \$105,520 was approved.

- The Board reviewed a proposal from Atlantic Painting & Sandblasting for rehabilitation work to Plant E at a total cost of \$193,000.
- The Board requested more proposals.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor painting and sandblasting of Plant E was approved at a cost not to exceed \$193,000 and staff was directed to obtain more proposals.

- The cost will decrease because the horizontal welding will be eliminated from the proposal.
- Mr. Mena wants staff to verify all work is covered under the initial proposal, the work is done correctly and there are no change orders.

THIRTEENTH ORDER OF BUSINESS Discussion of Disaster Recovery Company

Mr. Daly reviewed the proposal from Office Stream for disaster recovery for the office system at a cost of \$330 a month.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the agreement with Office Stream for disaster recovery services was approved.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Manager

Several inquiries were made regarding potential projects for the District. The primary focus is to get the new plant running, get the project closed out and resolve issues with Plant E. Staff does not want to move forward with any projects recommended by third parties until the ten year Capital Improvement Program is reviewed and prioritized.

- **Utility Billing Work Orders**
- **Water Break Report**

The above items are for informational purposes only.

- **Consideration of Meeting Schedule for Fiscal Year 2013**

The Board reviewed the proposed meeting schedule for Fiscal Year 2013.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the meeting schedule for Fiscal Year 2013 was approved.

B. Director of Operations

- **Water**

The following was discussed:

- Mr. Stover thanked the Board for approving the camera system and well repairs.
- Mr. Shank asked if after Well #5 is repaired it will be sufficient to run two trains. Mr. Stover responded once Well #5 is repaired they will be able to concentrate on putting two trains in and still be able to run the lime softening plant.
- Well #10 will be inspected next to see if repairs are needed.
- They have not received the O&M manuals for the new plant. Mr. Johnson stated O&M manuals were part of the Broward County package for the certificate of occupancy. He should have bound copies for District staff next week.

- **Sewer**

Mr. McIntosh reported the following:

- Introduced Mr. Nealon to the Board and stated he will be attending some meetings.
- There were some issues with the bearings in the affluent pump. It is being repaired, but no further costs are being incurred.

- **Stormwater**

Mr. Frederick provided an update on the snakehead removal program.

- **Field**

Mr. Seigfried provided the Board with an update on the lining of laterals and stated work on one of the lift stations began today.

- **Human Resources**

There being no report, the next item followed.

- **Accounting**

Ms. Woodward reported the following:

- The debt service requirement for the water and sewer fund continues to be met and exceeded.
- The general fund is on budget and there are sufficient funds to cover the end of this fiscal year as well as the first quarter operating expenses of the next fiscal year.

C. Attorney

Mr. Capko and Mr. Lewis addressed the following regarding upcoming legislation:

- A copy of the bill proposed on behalf of the District during the last legislation was distributed to the Board and reviewed.
- Mr. Mena discussed the fact Ms. Bogdenoff voted against the bill and never provided an explanation for her vote.
- Mr. Mena does not want to risk spending District funds on delegating a bill, which may not pass again.
- Mr. Shank requested discussion of legislation be included in next month's agenda.

D. Engineer

Mr. Lyn reported the following:

- They began the well assessment project. Surveyors visited all the wells last week.

- A draft of the general layout for the ammonium sulfate project was provided to staff. They will obtain a permit from the Broward County Health Department and expect to have final drawings for the Coral Springs Building Department soon.

FIFTEENTH ORDER OF BUSINESS

Approval of July Financials and Check Registers

There being no questions or comments,

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

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests

The following was discussed:

- Mr. Mena stated the Coral Spring City Commission will honor Mr. Hosein for assisting in the rescue of a family at their August 21, 2012 meeting. The District was not notified because the city does not contact the honoree's employer.
- Mr. Shank stated he met with Mr. Zilmer and Ms. Woodward to review ICMA's fees. Their representative will set up a meeting to review the fees.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business at this time,

On MOTION by Mr. Mena seconded by Mr. Shank with all in favor the meeting was adjourned.

Kenneth Cassel
Assistant Secretary

Martin Shank
President

Fourth Order of Business

4A

**Coral Springs Improvement District
Utility Billing Work Orders**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2012													
<i>Customer Inquiry requiring work order</i>	97	45	36	40	41	54	50	35					398
<i>Mis-Reads</i>	5	5	6	2	3	4	6	11					42
<i>Meter Calibration Tests</i>	1	0	0	0	2	0	1	1					5

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2011													
<i>Customer Inquiry requiring work order</i>	73	44	53	52	58	31	48	55	45	59	26	48	592
<i>Mis-Reads</i>	4	7	12	6	2	2	11	1	8	7	5	4	69
<i>Meter Calibration Tests</i>	4	0	0	0	3	1	1	2	1	2	1	1	16

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2010													
<i>Customer Inquiry requiring work order</i>	56	49	25	44	26	28	42	54	32	63	52	42	513
<i>Mis-Reads</i>	4	7	9	3	7	4	1	5	4	8	4	5	61
<i>Meter Calibration Tests</i>	6	5	0	0	0	0	0	0	0	2	4	1	18