

**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, March 18, 2013 at 4:06 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
Jan Zilmer	Human Resources
Ed Stover	Water Department
Joe Stevens	Water Department
David McIntosh	Wastewater Department
Randy Frederick	Drainage
Shawn Frankenhauser	Drainage
George Miller	Severn Trent Services
Dave Robertson	Globaltech, Inc

The following is a summary of the minutes and actions taken during the March 18, 2013 CSID Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order at 4:06 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the February 18, 2013 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the February 18, 2013 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the minutes of the February 18, 2013 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Discussion Regarding Negotiations with CH2M Hill

The following was discussed:

- A CH2M Hill representative ranking higher than Ms. van Raavensway is willing to meet with a Board Supervisor, Mr. Cassel and Mr. Johnson to discuss each issue separately for resolution. This meeting will not include attorneys. Each party's attorney will be notified after the meeting what terms have been agreed upon so terms can be drafted with appropriate legalese.
- Mr. Capko reported CH2M Hill's attorney agreed to a settlement conference to discuss payment issues.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the Board authorized the District Manager to contract with secondary special consulting counsel for negotiations with CH2M Hill.

FIFTH ORDER OF BUSINESS

Engineer's Report – Troy Lyn

A. Consideration of Work Authorizations

i. Work Authorization #75 for WTP Well #5

Mr. Lyn reviewed Work Authorization #75 for engineering consulting services related to WTP Well #5 assistance.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor Work Authorization #75 was approved.

ii. Work Authorization #76 for WTP Well #10

Mr. Lyn reviewed Work Authorization #76 for engineering consulting services related to WTP Well #10 rehabilitation.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Work Authorization #76 was approved.

B. Projects Status Report

Mr. Lyn reviewed the following:

- The ammonia sulfate system is expected to be running and certified on time. Mr. Lyn will certify the project as being substantially complete when bacteriological information is available.
- The leveling gate was ordered and is expected to be delivered the first week of April.
- The LP Tank project is in closeout. The final report was submitted to Mr. Frederick.
- PLC and WWTP analyzer upgrades are underway. Subcontracts were issued and a purchase order for equipment was prepared.
- He is waiting for the vendor to submit information regarding the free standing stack for degasifier exhaust in order to submit the permit application to Broward County.
- Step-drawdown testing is in progress.

SIXTH ORDER OF BUSINESS

Consideration of Water Reuse Proclamation

No action was taken on this matter.

SEVENTH ORDER OF BUSINESS

Authorization of District Manager to Award Lift Station #7 Rehabilitation Bid at an Amount not to exceed \$36,000

The bid opening for this project will be March 21, 2013. The estimated amount is \$36,000.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the District Manager was authorized to award the bid for Lift Station #7 rehabilitation at an amount not to exceed \$36,000.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Earth Day Discussion**

There not being any, the next item followed.

- **Utility Billing Work Orders**

This item is for informational purposes.

- Mr. Michaud sent correspondence notifying of the City’s review of ordinances related to renters and water utility accounts. They want accounts to remain

under the property owners' names. There was Board consensus to support this.

B. Department Reports

• **Water – Ed Stover**

Mr. Stover reported the following:

- Broward County Health Department conducted a sanitary survey and the District was found in compliance.
- Mr. Daly stated the District's web address will be changed and questioned whether the Board prefers CSIDFL.gov or CSID-FL.gov. The Board preferred CSIDFL.gov.

• **Sewer – David McIntosh**

Mr. McIntosh reported there are three current projects: SCADA system, leveling gate and the fall restraint system. The fall restraint system is expected to be completed in two weeks.

• **Stormwater – Randy Frederick**

Mr. Frederick reported the following:

- Three of the trees were cut down. They are working on the larger tree now. Mr. Mena wants the tree cut down this week.
- All hydrogauges were installed.
- The culvert cleaning project will begin this week.

• **Field – Steve Seigfried**

There being no report, the next item followed.

• **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- Tetanus shots will be provided to employees on Wednesday from 10:00 a.m. to 2:00 p.m.
- Mr. Gold contacted him and expressed disappointment the District was not participating in the Waterway Cleanup. The District did contribute monetarily.

C. Attorney – Bill Capko

Mr. Capko reported the following:

- Senator Ring's proposed bill on Special Districts is being discussed by the Senate's Ethics and Election Committee today and is expected to be temporarily postponed.

- A bank erosion policy will be drafted for the next meeting. He is waiting for staff comments.

NINTH ORDER OF BUSINESS

Approval of Financial Statements for February 2013

The Board reviewed the financial statements.

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

TENTH ORDER OF BUSINESS

Supervisors' Request

The following was discussed:

- Mr. Mena will not be available to attend the May 20, 2013 meeting. There was Board consensus to reschedule the meeting to May 13, 2013. He also updated the Board on changes the City is making to the Code Ranger program and his promotion to Lead Code Ranger.
- Mr. Holland brought up the possibility of the District reaching out to the public for volunteer service. Mr. Shank reported staff is looking into the possibility of having a volunteer intern.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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

Kenneth Cassel
Assistant Secretary

Martin Shank
President